

Position Description | Te whakaturanga ō mahi

Te Whatu Ora | Health New Zealand

Title	Director of Allied Health Science and Technical – Community Services		
Reports to	General Manager Community Services for operational matters Chief Allied Health Scientific & Technical Officer for professional matters		
Location	Dunedin		
Department	Hospital & Specialist Services		
Direct Reports	Refer table at end	Total FTE	0.5FTE
Budget Size	Opex		Capex
Delegated Authority	HR		Finance
Date	May 2025		
Job band (indicative)	Individual Employment Agreement		

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

Te Mauri o Rongo – The New Zealand Health Charter (to be confirmed)

Te Mauri o Rongo is currently being finalised – this section provides an overview of anticipated content. In order to guide the culture, values, and behaviour expected of the health sector, Health New Te Mauri o Rongo provides common values, principles and behaviours through four Pou, to guide health entities and their workers, enabling a cultural transformation of the health sector. Te Mauri o Rongo fundamentally upholds a key system shift of the New Zealand health reforms to reinforce and embrace Te Tiriti and our obligations to it.

The pou are a platform and a foundation to empower a culture transformation, every person is guided to align themselves to the pou and enact the values and behaviours that the pou represent. Employers and employees are expected to uphold Te Mauri o Rongo in their work and environments as part of our commitment to achieving Pae Ora (healthy futures) for all.

It is fundamental that the four Pou of Te Mauri o Rongo are upheld by the health entities and their workforce.

Wairuatanga	The ability to work with heart	<i>"When we come to work, we are able and supported by others to be our whole selves. When we return home we are fulfilled".</i>
Rangatiratanga	Ensuring that the health system has leaders at all levels who are here to serve	<i>"As organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all"</i>
Whanaungatanga	We are a team, and together a team of teams	<i>"Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe. Together we are whānau, we are the workforce - kaimahi hauora"</i>
Te Korowai Manaaki	Seeks to embrace and protect the workforce	<i>"The wearer of the cloak has responsibility to act/embody those values and behaviours"</i>

About the role

The primary purpose of the role is to:

- To ensure that the Allied Health, Scientific & Technical professions are developed in a manner which provides contemporary models of care and that Allied, Scientific & Technical professionals are supported to grow and aspire to be practicing at the top of their scope of practices.
- To provide strategic and operational strategic & technical leadership from a professional perspective, and facilitate, the team of Scientific & Technical Professional Leaders as well as providing advice to General Managers and clinicians in the clinician management partnership.
- To support allied health, scientific and technical units at Dunedin Hospital to operate effectively on a day to day basis partnering with other professional leadership as well as service management to optimise the effective and efficient running of the services.
- To foster excellence in quality allied health, scientific and technical standards and practice and professional conduct, and develop the senior allied health scientific and technical teams.
- To support the comprehensive management of services within allocated resources of time, people and money, by promoting efficiency, productivity and patient safety.
- To provide strategic and operational leadership in planning within the multidisciplinary context for the provision of district-wide patient-focused services

Key results and expected outcomes / performance Indicators

Strategic and Operational Leadership	
To provide strategic and operational leadership in planning within the multidisciplinary context for the provision of patient-focused services.	
<ul style="list-style-type: none"> • An environment which puts the patient first and recognises the health continuum across community and hospital services. • Contribute to the development of long range regional and district operational and business plans. • Communicate the Te Whatu Ora vision and objectives to all groups. • Ensuring the optimal development of the organisation's allied health scientific and technical leadership and managerial capability, and skills in line with strategic requirements, and ensuring development aligns with the organisation's strategic goals. • Champion Te Whatu Ora's operational clinical direction alongside the relevant management and clinical leadership structures. 	<ul style="list-style-type: none"> • Key performance indicator measurement and monitoring where available. • Successful development and implementation of operational plans and objectives that meet the needs of the Southern District Community. • Organisational 'buy-in' to financial constraints and financial limits within the Annual Plan. • Evidence of appropriate clinical involvement in the planning and management of clinical services. • Allied Health Scientific and technical leadership and management capability is developed.
Clinical Advice and Resource Management	
Provide clinical advice and management of clinical resources.	
<ul style="list-style-type: none"> • Ensure that safe patient care is maintained at all times. • Work closely with the senior management to ensure quality clinical systems and processes to support clinical activities. • Take a proactive and integral part in the identification, development and implementation of clinical services across the district. • Take a proactive and integral part in assisting the community and hospital sectors to become better integrated and coordinated, including identifying gaps within clinical strategy and recommending appropriate action. • Work with members of the senior management team in all matters relating to standards and policies affecting clinical practice. • Support monitoring and analysis of service quality. • Provide oversight for management of public comment on allied health scientific and technical matters and related aspects of complaints. • Support the Professional Leaders to give oversight to the improvement of evidenced based practice standards. • Provide professional leadership to the Allied Health, Scientific & Technical Professional Leaders. • Ensure clear expectations/boundaries for all leadership roles in Clinical Services are developed, understood and maintained. • Ensure legislative compliance. • Partner with senior managers to manage directorate and department budgets and revenue for allied health scientific and technical. 	<ul style="list-style-type: none"> • Patient safety and quality metrics are monitored and mitigation strategies put in place as required for variance. • Quality service delivery maintained. • Continued development and improvement of clinical standards that involve or impact on hospital and community care. • Clear and relevant standards and policies affecting clinical practice within hospital and community care. • Provision of useful and timely clinical advice to the clinician management partnership.

<ul style="list-style-type: none"> • Work with the General Manager to keep allied health scientific and technical expenditure within prescribed boundaries, exceptions/variances in budget are investigated and managed. 	
Senior Leadership/Management Contribution Contribute to the overall planning, coordination and control of Southern district affairs by service through provision of guidance and advice to the senior leaders as appropriate.	
<ul style="list-style-type: none"> • Provide advice to senior management on the implications of plans, discussion documents and policies of Te Whatu Ora. • Support senior management in championing the development of clinical services across the district, ensuring consistent messages and increased cooperation across teams and services in the Southern region and greater South Island region. • Participate in and maintain the culture of consensus decision making within senior management. • Advise on the allocation of resources and examine and report on specified major projects. 	<ul style="list-style-type: none"> • Evidence of effective strategies and methods to engage key members in decision making. • Active participation in and contribution to senior management forums and processes. • Actively participate in meetings, projects and committees as required.
Clinical Leadership Provide leadership to the Allied Health Scientific & Technical Professional Leaders and staff of the Southern region, whilst encouraging a broader focus of community and hospital services. In particular foster the Clinician Management partnership model.	
<ul style="list-style-type: none"> • Work in partnership with the Chief Allied Health Scientific & Technical Officer to ensure the development and implementation of a framework which allows Allied Health, Scientific & Technical Professional Leaders to: <ul style="list-style-type: none"> ○ Ensure effective two-way communication across services; ○ Encourage cross-functional integration, support and co-ordination, especially with regard to organisation-wide goals and objectives; and ○ Develop and implement clinical policies and standards in a cohesive manner. • Ensure accountability and delivery of safe resource allocation and decision making during budget setting and day to day resource management. • Ensure appropriate organisational representation and participation at appropriate forums. • Work with Professional Leaders within the service to maintain models of care that reflects contemporary practice. • Facilitate expert clinical/practice advice from the appropriate Professional Leaders for staff, service managers coordinating complex and difficult situations. <p>Facilitate allied health scientific & technical input to major organisational projects.</p>	<ul style="list-style-type: none"> • Forums established whereby Professional Leaders actively input into decision making. • Clear understanding of and engagement with the strategic direction for hospital and community care by Allied Health, Scientific & Technical staff. • Implementation of procedures for handling major professional issues. • Positive Clinician Management partnerships are established.

Clinical Practice

Ensure the development and achievement of evidenced based standards of clinical practice to ensure patient safety and quality requirements are optimal

Work alongside the Chief Allied Health Scientific & Technical Officer, and the Professional Leaders to ensure compliance with the implementation of policies in the following areas:

- The handling of critical incidents, complaints and the establishment of uniform standards of assessment and sound educational and correctional procedures for the handling of major professional issues.
- The investigation of major clinical incidents, complaints and the undertaking of corrective action where necessary.
- The use of bench marking and the development of best practice.
- General oversight of the implementation of professional assessment processes and corrective action.
- Develops and maintains key partnerships crucial to the success of the role.
- Establishes and maintains effective local, regional and national networks.
- Collaborates with other health professionals within the MDT.

- Te Whatu Ora Southern complies with best practice clinical audits and review processes.
- Prompt and appropriate resolution of issues relating to service provision in the hospital setting.

Staff Development, Review and Workforce Planning

Ensures the Professional Leaders review the performance of their health professionals and facilitate staff development and succession planning at all levels of practice.

- Review annually professional performance of the Allied Health, Scientific & Technical Professional Leaders in terms of their professional leadership responsibilities.
- Provide support to foster the growth of the Allied Health Scientific & Technical Professional Leaders and ensure succession planning for these roles.
- Provide a mentoring role to Allied Health Scientific & Technical Professional Leaders and ensuring appropriate career development through all levels of practice.
- In liaison with the professional leaders ensure adequate research and clinical teaching opportunities are available for staff to maintain their base and extended competencies and legislative compliance.
- Encourage presenting papers at conferences as agreed by the Chief Allied Health, Scientific & Technical Officer.
- Provide input into the Strategic Workforce planning processes ensuring that allied health scientific and technical professional issues and impacts are considered.
- Provide leadership in the form of advice, coaching and support for the Allied Health Scientific & Technical Professional Leaders to develop their workforce and to manage difficult staffing situations within their wards/teams.
- Monitor staff numbers/skill mix/workforce indicators/ and identify trends and make recommendations using validated tools where available.

- Development and performance reviews completed annually for all Allied Health Scientific & Technical Professional Leaders in conjunction with the Chief Allied Health, Scientific & Technical Officer.
- Appropriate input into allied health scientific and technical leadership training and development.

Clinical Reputation Enhancing the clinical reputation of the organisation by actively participating in appropriate forums.	
<ul style="list-style-type: none"> • Ensure appropriate organisational representation and participation at appropriate forums. • Through supporting the Professional Leaders encourage ongoing teaching activity at both the undergraduate and post graduate level in collaboration with the teaching institutions to maintain the excellent reputation of the teaching hospitals. • Promote active collaboration with teaching institutions for purposes of joint benefit. • Initiate and approve key projects. 	<ul style="list-style-type: none"> • Evidence of effective strategies and methods to engage key members in decision making.
Managing Relationships Ensure that all relationships are managed in such a way as to promote the desired image and positively support the activities of Te Whatu Ora Southern to deliver optimum patient outcomes.	
<ul style="list-style-type: none"> • Foster an environment where the people within our organisation work actively together to promote an optimum patient experience. • Foster active interchange between clinical groups and management. • Liaise with the community, agencies, service groups, organisations and individuals who have associations with Te Whatu Ora Southern to keep up to date with trends and identify new service and activity opportunities. • Positively represent Te Whatu Ora Southern, fostering its interests by participating in discussions with individuals, sector forums, community groups and business organisations on relevant matters. • Ensure Te Whatu Ora Southern views are sought and heard clearly in relation to health management matters, particularly as they relate to the financial management, procurement activities and building & property assets of the organisations. 	<ul style="list-style-type: none"> • Constructive and effective relationships established with Governance, Funder, Maori and Community. • Effective networks established. • Effective representation of the interests of Te Whatu Ora Southern • Recognised as an effective contributor to South Island initiatives.
Other Duties	
Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.	<ul style="list-style-type: none"> • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. • You produce work that complies with Te Whatu Ora processes and reflects best practice. • Research undertaken is robust and well considered.
Professional Development – self	
Identifying areas for personal and professional development.	<ul style="list-style-type: none"> • Training and development goals are identified/agreed with your manager. • Performance objectives reviewed annually with your manager. <p>You actively seek feedback and accept constructive criticism.</p>

Key Result Area	Expected Outcomes / Performance Indicators – All Te Whatu Ora Leaders
Te Tiriti o Waitangi	<ul style="list-style-type: none"> Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori Supports tangata whenua- and mana whenua-led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership
Equity	<ul style="list-style-type: none"> Commits to helping all people achieve equitable health outcomes Demonstrates awareness of colonisation and power relationships Demonstrates critical consciousness and on-going self-reflection and self-awareness in terms of the impact of their own culture on interactions and service delivery Willingness to personally take a stand for equity Supports Māori-led and Pacific-led responses
Culture and People Leadership	<ul style="list-style-type: none"> Lead, nurture and develop our team to make them feel valued Prioritise developing individuals and the team so Te Whatu Ora has enough of the right skills for the future, supporting diversity of leadership to develop – Māori, Pacific, people with disabilities and others Provides leadership that shows commitment, urgency and is visibly open, clear and innovative whilst building mutually beneficial partnerships with various stakeholders both internally and externally Implement and maintain People & Culture strategies and processes that support provide an environment where employee experience, development and performance management drive achievement of the organisation's strategic and business goals Ensures Business Unit culture develops in line with expectations outlined in Te Mauri o Rongo (the Health Charter, once developed), ensuring unification of diverse teams whilst simultaneously supporting local cultures to be retained & strengthened
Innovation & Improvement	<ul style="list-style-type: none"> Be open to new ideas and create a culture where individuals at all levels bring their ideas on how to 'do it better' to the table Model an agile approach –tries new approaches, learns quickly, adapts fast Develops and maintains appropriate external networks to support current knowledge of leading practices
Collaboration and Relationship Management	<ul style="list-style-type: none"> Models good team player behaviour, working with colleagues to not allow silo thinking and behaviour at decision making level to get in the way of doing our best and collegially supports others to do the same Work with peers in Te Aka Whai Ora Māori Health Authority and Pacific Health Business Unit to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of services

Health & safety	<ul style="list-style-type: none"> Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives Taking all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes Lead, champion, and promote continual improvement in health and wellbeing to create a healthy and safe culture
Compliance and Risk	<ul style="list-style-type: none"> Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware

Relationships

External	Internal
<ul style="list-style-type: none"> Ministry of Health Patients, families and whanau 	<ul style="list-style-type: none"> Executive Leadership Team (ELT) General Manager Dunedin Medicine Women's and Children's
<ul style="list-style-type: none"> Related professional regulatory bodies and associations 	<ul style="list-style-type: none"> Specialist Services Leadership teams Dunedin Medicine, Women's and Children's Leadership teams
<ul style="list-style-type: none"> Unions 	<ul style="list-style-type: none"> Senior Clinical Leaders
<ul style="list-style-type: none"> Rural Health Trusts 	<ul style="list-style-type: none"> Allied Health Scientific and Technical Professional Leaders
<ul style="list-style-type: none"> Other Te Whatu Ora districts / regions 	<ul style="list-style-type: none"> Allied Health Scientific & Technical staff
<ul style="list-style-type: none"> Other related agencies, including ACC, NHS, HWNZ 	
<ul style="list-style-type: none"> Community members 	
<ul style="list-style-type: none"> Universities, Polytechnics and other tertiary educational institutions 	
<ul style="list-style-type: none"> Relevant South Island Alliances, Networks and Forums 	
<ul style="list-style-type: none"> External contract and service providers 	
<ul style="list-style-type: none"> PHO 	
<ul style="list-style-type: none"> GPs 	
<ul style="list-style-type: none"> NGOs and Aged Care Sector 	

About you – to succeed in this role

You will have

Essential:

- A relevant graduate and post-graduate qualification
- Experience in implementing Te Tiriti o Waitangi in action
- Relevant qualification for the professional background or equivalent completed
- Registration with a relevant allied health scientific and technical professional body of New Zealand or where registration is not available a member of their respective professional association
- A current practising certificate with the relevant allied health or scientific and technical professional body of New Zealand (if required for the profession)
- At least 10 years recent experience since registration in the relevant area
- Extensive experience in and knowledge of the health sector
- Previous leadership experience
- Extensive experience in and knowledge of clinical quality and best practice and their application to the health sector

Desired:

- Demonstrated ability to overview the practice of team members to ensure the needs of both patient and the organisation are appropriately addressed. Proven ability to provide up to date professional advice to team members in relation to clinical and operational skills and practice
- Commitment and personal accountability
- Excellent interpersonal skills, including ability to work effectively with people at all levels of the organisation
- Acts with discretion, sensitivity and integrity at all times
- Is adaptable and flexible – open to change (positive or negative)
- Maintains an exceptionally high level of confidentiality

You will be able to

Essential:

- Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role
- Take care of own physical and mental wellbeing, and have the stamina needed to go the distance
- Able to maximise the quality and contributions of individuals and teams to achieve the organisation's vision, purpose and goals
- Establish and maintain positive working relationships with people at all levels within the public and private sectors, related industry and community interest groups and the wider national and international communities
- Demonstrate a strong drive to deliver and take personal responsibility
- Demonstrate self-awareness of your impact on people and invests in your own leadership practice to continuously grow and improve
- Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.

Acknowledged / Accepted

Employee

Date

Manager

Date