POSITION DESCRIPTION

Project Manager – Pathways to success in health careers

Date Produced/Reviewed: 19/09/2013

Position Holder's Name:

Position Holder's Signature: ..............................................................................

Manager / Supervisor's Name:
Manager / Supervisor's Signature: ........................................................................

Date: ............................................. .........
PURPOSE OF THE POSITION

The Project Manager – Pathways to success in health careers will apply project and change management expertise and interpersonal/relationship skills to lead and implement the Pathways to success project on behalf of the Ko Awatea Joint Venture Partnership. Reporting to the Building Capability Lead in Ko Awatea the position holder will be responsible for coordinating the Pathways project among the four Joint Venture partners and work with a Governance Committee to identify and implement evidence based strategies within the three tertiary institutions (University of Auckland, AUT, and MIT) to improve recruitment and retention of Maori and Pacific students undertaking level 7 health courses.

The Project Manager will ensure that all Joint Venture Partners are fully engaged and collaborating with one another on this project and will be responsible to the Independent Chair of the Governance group and the Joint Venture Partnership members.

VISION AND VALUES

Organisational Shared Values

Our DHB shared Vision is to work in partnership with our communities to improve the health status of all, with particular emphasis on Maaori and Pacific peoples and other communities with health disparities.

We will do this by leading the development of an improved system of healthcare that is more accessible and better integrated.

We will dedicate ourselves to serving our patients and communities by ensuring the delivery of both quality focused and cost effective healthcare, at the right place, right time and right setting.

Organisational Values

Partnership Working alongside and encouraging others in health and related sectors to ensure a common focus on, and strategies for achieving health gain and independence for our population.

Care and respect Treating people with respect and dignity, valuing individual and cultural difference and diversity.

Professionalism We will act with integrity and embrace the highest ethical standards

Teamwork Achieving success by working together and valuing each other’s skills and contributions

Innovation Constantly seeking and striving for new ideas and solutions
Responsibility: Using and developing our capabilities to achieve outstanding results and taking accountability for our individual and collective actions.

PLACE IN THE ORGANISATION

NATURE AND SCOPE OF RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Key Accountability</th>
<th>Standards and achievements</th>
</tr>
</thead>
</table>
| Project Planning    | • Develop a project plan for identifying and implementing key strategies for successful pathways with all four joint venture partners.  
                       • Develop project structures that ensure appropriate engagement by the Joint Venture Partners and by the Governance Groups for the Health Science Academies (Grow Our Own Workforce Steering Committee) and the CMDHB Maori and Pacific Recruitment and Retention Project Board.  
                       • Develop project plans that clearly define scope, and align objectives, deliverables and milestones.  
                       • Develop and implement strategies to keep the three

A P.P.R.O.V.E.D

Position Title: Project Manager – Pathways to success in health careers
tertiary education partners engaged in the project and collaborating with one another.
- Plan and execute the Pathways project according to deadlines and within budget.
- Oversee quality control throughout project life cycles.
- Plan and schedule project timelines and milestones using appropriate tools.
- Obtain appropriate approvals to proceed at predetermined milestones.
- Proactively manage changes in project scope, identify potential challenges, and devise contingency plans.

| Project Leadership and Co-ordination | - Lead and coordinate the project team that will identify and implement evidence based interventions to improve recruitment and retention in health related tertiary study (level 7 and above qualifications) for Maori and Pacific students. This project team will be made up of representatives from MIT, AUT and University of Auckland.  
- Work closely with the Project Liaison’s from the Secondary Education Governance Group and Employment Governance Group of the Pathways project to assure that project deliverables are coordinated and realised and duplication of effort is minimised.  
- Manage and coordinate project development from beginning to end.  
- Identify and manage risks to the projects in conjunction with the Lead – Building Capacity and the Independent Chair of the Joint Venture Partnership Committee.
- Build, develop, and grow Ko Awatea’s relationships with MIT, AUT, University of Auckland and CMDHB. |

| Project Reporting | - Report quarterly to the Joint Venture Partnership steering members on project progress against milestones.  
- Manage the reporting requirements to key stakeholder groups and committees. |

| Contract management | - Develop, manage and monitor contracts related to the Pathways project. |

| Event coordination | - Manage and co-ordinate all functions for the Pathways project (including the Governance committee with Independent Chair). |

| Health & Safety | - CMDHB Health & Safety policies are read and understood and relevant procedures applied to own work activities |

**Approval Date:**

**Review Date:**

**Position Title:** Project Manager – Pathways to success in health careers

**A P.P.R.O.V.E.D**
Workplace hazards are identified and reported including self management of hazards where appropriate. Can identify health and safety representative for area.

**Cultural Diversity**
- Respect, sensitivity, cultural awareness is evident in interpersonal relationships.
- Our cultural differences are acknowledged by respecting spiritual beliefs, cultural practices and lifestyle choices of Maori and their families.

**Utilise Information Technology**
- Demonstrate and ability to access and use available information systems.
- Is conversant with applications required for specific role.
- Maintains own professional development by attending relevant IT educational programmes.

### COMMUNICATION AND INTERPERSONAL SKILLS

Will be required to interact on a regular basis with a range of CMDHB staff members and Ko Awatea project team members including:

- CEO Counties Manukau Health
- General Manager, Ko Awatea
- Director, Ko Awatea
- Lead, Building Capacity
- Ko Awatea workforce development team
- CMH Human Resources workforce team
- Business and Finance team members
- CMDHB Maori and Pacific recruitment and retention initiative – Project Board and Project Manager

Externally there will be interaction with:

- Joint Venture Partner representatives (MIT, AUT, and Univ of Auckland)
- Independent Chair and Tertiary Education Governance group
- Expert advisory groups
- Growing Our Own Workforce Steering Committee – project liaison
- Contracted providers
- Other DHB managers and staff
- Government agencies
- Community groups

Situations may often call for tact or diplomacy and will require information to be handled in a discreet and sensitive manner. Establishing collaborative relationships with and between the Joint Venture educational partners will require a high level of skill, sensitivity and persistence.
In conflict situations the position holder will be required to exercise sound judgement, negotiation and persuasiveness skills, toward facilitating a workable outcome.

**PROBLEM COMPLEXITY**

There will be a requirement to be able to prioritise issues and negotiate time frames with CMDHB/Ko Awatea staff and with representatives of the Joint Venture Partners to ensure that the project is delivered on time, within budget and of very high quality.

The range of problems will be diverse and require solutions customised to meet the circumstances of the Joint Venture Partnership generally, and the tertiary education partners specifically. Therefore opportunities will arise to provide innovative options based on proven outcomes.

There will be demands from various sources (e.g. Independent Chair, Lead – Building Capacity, JVP members and representatives) to meet deadlines, maintain accuracy and quality information. Failure to do so could impact on the project in terms of commitment to the implementation of the Pathways project by all JV Partners, and objectives of the project on a local, regional and/or national level.

**DIMENSION OF REPORTING**

Will be responsible to the Building Capability Lead – Ko Awatea for the achievement of agreed objectives and operates within the confines of CMDHB.

**POSITIONS REPORTING**

Directly:  Nil

Indirectly:  Nil
### PERSON SPECIFICATIONS

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Qualifications</strong></td>
<td></td>
</tr>
<tr>
<td>• Tertiary education BBS, BS, BA in management, business and/or health field or equivalent</td>
<td>• Masters Degree in Public Health, Health Policy, Business, Education or related field</td>
</tr>
<tr>
<td><strong>Experience</strong></td>
<td></td>
</tr>
<tr>
<td>• Minimum 5 years project management experience</td>
<td>• Experience working with health sector</td>
</tr>
<tr>
<td>• Direct work experience leading a project team</td>
<td>• Experience with the tertiary education sector</td>
</tr>
<tr>
<td>• Experience in relationship management in a complex matrix environment</td>
<td>• Experience managing organisation/region/sector wide projects</td>
</tr>
<tr>
<td>• Experience of leading projects for Maori / pacific people</td>
<td>• Experience working on workforce issues</td>
</tr>
<tr>
<td><strong>Skills/ knowledge/ behaviour</strong></td>
<td></td>
</tr>
<tr>
<td>• Excellent communication and negotiation skills</td>
<td></td>
</tr>
<tr>
<td>• Ability to persuade, encourage and motivate diverse project stakeholders</td>
<td></td>
</tr>
<tr>
<td>• Strong systems and process knowledge skills</td>
<td></td>
</tr>
<tr>
<td>• Knowledge of the health sector and relevant information systems</td>
<td></td>
</tr>
<tr>
<td>• Knowledge of the secondary and tertiary education sectors in New Zealand</td>
<td></td>
</tr>
<tr>
<td>• High level of computer literacy</td>
<td></td>
</tr>
<tr>
<td>• Proven ability to create partnerships with health and/or education providers</td>
<td></td>
</tr>
<tr>
<td>• Critical thinking and problem solving skills</td>
<td></td>
</tr>
<tr>
<td>• Highly developed interpersonal and conflict management skills</td>
<td></td>
</tr>
<tr>
<td>• Flexibility, adaptability and resilience</td>
<td></td>
</tr>
<tr>
<td>• Excellent verbal and written communication skills</td>
<td></td>
</tr>
<tr>
<td>• Diplomacy, tact, sensitivity, confidentiality</td>
<td></td>
</tr>
<tr>
<td>• Strong results orientation</td>
<td></td>
</tr>
<tr>
<td>• High standard of personal presentation</td>
<td></td>
</tr>
<tr>
<td>• Excellent organisational skills</td>
<td></td>
</tr>
</tbody>
</table>

Approval Date: Review Date: A P.P.R.O.V.E.D

Position Title: Project Manager – Pathways to success in health careers
Approval Date:
Review Date:
A P.P.R.O.V.E.D

Position Title: Project Manager – Pathways to success in health careers

Pathways project conceptual model

Secondary Education

- 80% student retention

Governance
- Existing Grow Our Own Workforce
- Steering Committee
- Project Liaison
  Caroline Tichbon

Health Science Academies

- 100% guaranteed offer of enrolment

Tertiary Education

- 80% student retention

Governance
- Independent Chair (Pat Snedden)
- JVP educational partner representatives
- Project Liaison
  Pathways Project Manager

UoA
- Medicine Nursing Pharmacy

A.U.T
- Nursing Midwifery Allied Health

M.I.T
- Nursing Pacific Nursing

Prioritised hiring of new Māori and Pacific graduates

Employment

Governance
- Existing CMDHB Māori and Pacific recruitment and retention initiative – Project Board
- Project Liaison- Kim Wiseman

CMDHB
- Medicine
- Nursing
- Midwifery
- OT
- Physio
- Psych
- Pharmacy

Project Manager - Pathways to success in health careers for Maori and Pacific students – Ko Awatea