



POSITION DESCRIPTION

<p>Title of Position Senior Health Promotion Strategist with the Maori portfolio</p>	<p>Date November 2009</p>
<p>Location HPF National Office</p>	<p>Responsible to Executive Director</p>
<p>Directly supervises N/A</p>	<p>Limits of authority/financial approval To be developed</p>
<p>Key Relationships</p>	
<p>Internal: Executive Director Members of the Health Promotion Forum (HPF) Operations Team Kaumatua HPF Board HPF Reference Groups HPF Tutors HPF Advisors, Contractors and Sub-Contractors</p>	<p>External: Members of HPF Other public health providers especially those working to improve the health of Maori. Education and training organisations and other community organisations. Ministry of Health Other HPF stakeholders including Te Taumata Roopu, Hapai Te Hauora Tapui, and other key stakeholders working to improve Maori health</p>
<p>Our values and purpose: Hauora – everyone’s right</p> <p>Health promotion works to enable people to enjoy health. The Health Promotion Forum (HPF) takes a broad approach to health promotion and is committed to Te Tiriti o Waitangi, improving the determinants of health, and social equity. Hauora is a taonga, a fundamental human right founded on respect for the mana of people. For all people to enjoy their right to Hauora, they need to be treated with fairness and respect, participate in decisions affecting their health, and live in a healthy environment.</p> <p>As stated in its Strategic Plan, HPF’s overall goal is to promote Hauora as everyone’s right. To achieve this, HPF develops and offers leadership, develops strategic partnerships and relationships, strengthens and builds the health promotion workforce, and develops as a healthy and sustainable organisation.</p>	
<p>Purpose of Position</p> <p>To lead and facilitate some of HPF’s work, with an emphasis on activities which improve the health of Maori.</p>	

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Principal Accountabilities

- Strategy and Planning
- Leadership and Relationship Management
- Workforce Development, and Other Services
- Change Management
- Organisational Development, Reporting and Management of Budgets
- Professional Development.

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1. Strategy and Planning

- a) Contribute to, facilitate and support, the development and implementation of strategies to support and strengthen the application of Te Tiriti O Waitangi to health promotion practice and throughout all the work of HPF.
- b) Contribute to, facilitate, and support, the development and implementation of HPF strategies which aim to strengthen the effectiveness of health promotion practice in Aotearoa New Zealand
- c) Facilitate the regular review and ongoing development of the HPF strategy to develop Maori health promotion practice and the Maori health promotion workforce
- d) Develop strategic relationships with Crown, NGO and other stakeholders with special emphasis on Maori organisations.

2. Leadership and Relationship Management

- e) Provide leadership for the HPF's activities in Maori development, in conjunction with the other members of the HPF Operations Team, and including facilitation of the implementation of the HPF strategy to develop Maori health promotion practice and the Maori health promotion workforce.
- f) Provide advice and support for the HPF Operations Team on matters to do with Kawa, Tikanga and Te Reo as appropriate, including seeking advice on these matters as appropriate.
- g) Develop and maintain key strategic relationships with health promotion and public health organisations, networks and other key stakeholders, special attention to Maori networks, organisations and groups.
- h) Facilitate and contribute to the identification of, and strategic responses to, emerging issues relevant to the practice of health promotion and the achievement of public health outcomes, including supporting the further development and strengthening of Maori health promotion models and rights based approaches, and strategies which enable identified Maori communities and less advantaged communities to use health promotion approaches to improve hauora.
- i) Encourage and support strategic partnerships and relationships across the health promotion sector, especially those which may improve the health of Maori
- j) Provide secretariat support and advice to the HPF Maori reference group.
- k) Provide secretariat support and advice to Te Komiti Maori
- l) Provide secretariat support and advice to Board committees where appropriate.

3. Workforce Development, Training and Other Services

- m) Support and facilitate activities that contribute to the development of a competent, effective and sustainable health promotion workforce in New Zealand, with special emphasis on the Maori health promotion workforce
- n) Support and facilitate activities that contribute to the development of public health environments that will grow and develop the health promotion workforce in New Zealand, with special emphasis on the Maori health promotion workforce
- o) Contribute to, initiate, plan, lead and facilitate training and development initiatives, hui, workshops and other meetings that upskill the health promotion workforce, especially in Maori health promotion practice and for the Maori workforce
- p) Contribute to the development of a professional society or body of health promoters in Aotearoa New Zealand
- q) Contribute to the development of other opportunities for professional development of the workforce, especially the Maori workforce, including networking, mentoring and supervision
- r) Support and facilitate other activities that develop the competency and effectiveness of the health promotion workforce in improving the health of Maori

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- s) Contribute to and support HPF services in communication and information
- t) Encourage development of regionally based networks and services

- 4. Change Management**
- u) Develop and nurture working relationships with internal and external stakeholders to effect changes in health promotion that improve equity and health for Maori and less advantaged communities and groups.
- v) Support and facilitate change initiatives that support the vision and goals of HPF and improve health outcomes.
- w) Act as an effective 'change agent' within the strategic framework of HPF

- 5. Organisational Development, Reporting and Management of Budgets**
- x) Participation and contribution to team meetings, organisational planning and development and the organisation's continuous improvement strategy.
- y) Develop and implement budgets appropriate to the position and in collaboration with the Business Manager and Executive Director.
- z) Participate in regular and timely reporting mechanisms developed in collaboration with the Executive Director.

- 6. Professional Development**
- aa) Participate in ongoing education and professional development activities including attending conferences and other training opportunities.
- bb) In collaboration with the Executive Director and the Human Resources Advisor, develop and follow an annual plan for professional development including supervision.

PERSONAL ATTRIBUTES

Skills based attributes

- Sound understanding of health promotion and public health
- Strong understanding of Maori development, including of Tikanga, Kawa and Te Reo
- Knowledge and understanding of Maori dynamics appropriate to different contexts
- Well developed political analysis and attunement to public, social and political environments
- Ability to work well in teams and contribute to small and large groups
- Capacity to work effectively in a range of contexts
- High quality communication skills, both written and verbal, preferably in both English and Te Reo
- Professional integrity and commitment, including keeping oneself up to date with health promotion knowledge
- Demonstrated ability to network, share information, build support for change and bring together diverse groups of people together to achieve outcomes
- Skills in co-ordinating projects and complex tasks
- Ability to translate strategy into plans and actions
- Ability to work under pressure and meet tight deadlines
- Very good level of computer literacy for using email, web, word processing and presentation programmes
- Sound time management and administrative skills
- Understanding of budgeting, contracting and reporting processes in a small organisation would be an advantage

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Person related attributes

- A sound understanding of the commitment to the values and culture of the organisation including Te Tiriti o Waitangi and hauora as everyone’s right
- Tolerance and sensitivity to people from diverse backgrounds and situations, with strong concern for the well-being of other people
- Strong personal networks among Maori, and in other relevant areas
- Highly self motivated, able to move between a team and individual environment
- Ability to self manage, carry responsibilities, make decisions, work well under pressure, be flexible and adaptable.
- Commitment to hauora includes personal endeavours to look after wellbeing of oneself and family
- Ability to work productively in time of uncertainty and changing environments, and towards long term outcomes
- Sound judgement and creativity
- Willingness and ability to critically reflect on own practice
- Sense of humour
- Prepared to work flexible hours with some travel in the region and nationally and occasional evening and weekend activities

Qualifications and experience

- Tertiary level qualification(s), ideally with advanced qualifications in health promotion.
- Track record of experience, skills and knowledge in health promotion, reflecting the competencies set out in *Nga Kaiakatanga Hauora mo Aotearoa – Health Promotion Competencies for Aotearoa – New Zealand* (see www.hauora.co.nz) and the *Generic Competencies for Public Health in Aotearoa- New Zealand* (see pha.org.nz)
- Experience in Maori development, workforce development and/or in education would be desirable.
- A driver’s license is desirable.

Agreed by Executive Director

..... Date

..... Employee

..... Date