

PGL - POSITION DESCRIPTION

Position :	Health Promotion Advisor
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Reports To :	General Manager Communities Team
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Purpose of Position:	<p>Pinnacle Group Limited has a vision to enable primary healthcare environment that is sustainable, valued and engaging. Our drive stems from a fundamental belief that quality healthcare is a right for all.</p> <p>As part of their mission Pinnacle Group Ltd (PGL) is committed to supporting the development of an effective and sustainable general practice.</p> <p>Our commitment extends to developing, managing and implementing various projects to improve health of the enrolled population.</p>
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Direct Reports:	<ul style="list-style-type: none"> • Nil
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At PGL we pride ourselves on our ability to facilitate progressive primary health care. Our **Mission** is to promote innovation and continuous quality improvement in the primary health care sector by providing: ¹**enhanced sector intelligence and knowledge management**, ²**excellence in management services** and ³**support for effective and sustainable general practice.**

RELATIONSHIPS	
Internal	External
<ul style="list-style-type: none"> • General Manager, Communities Team • CEO • Community Liaison • Maori Health Advisor • Mental Health Co-ordinator • Other PGL staff members 	<ul style="list-style-type: none"> • Professional health groups • Ministry of Health • District Health Boards

AUTHORITIES	
Financial	Staffing
<ul style="list-style-type: none"> • As per delegated authority 	<ul style="list-style-type: none"> • Nil

KEY ACCOUNTABILITIES	PERFORMANCE MEASURES
<p>1. Develop, manage and implement a health promotion plan for Waikato Primary Health</p> <ul style="list-style-type: none"> a. Develop and implement a health promotion plan based on best practice b. Ensure planning incorporates assessment of strategic priorities c. Oversee delivery of plans ensuring contractual obligations for health promotion are met 	<p>To be agreed</p>
<p style="text-align: right;">% of job: to be agreed</p>	
<p>2. Develop projects and evaluate and report on outcomes</p> <ul style="list-style-type: none"> a. Monitor progress of health promotion projects agreed project management methodology. b. Report to General Manager about project effectiveness 	<p>To be agreed</p>
<p style="text-align: right;">% of job: to be agreed</p>	
<p>3. Develop and maintain relationships with stakeholders</p> <ul style="list-style-type: none"> a. Develop relationships with health promotion groups and other key stakeholders b. Represent primary health care in health promotion or related groups 	<p>To be agreed</p>
<p style="text-align: right;">% of job:</p>	
<p>4. Provide advice and support to stakeholder groups</p> <ul style="list-style-type: none"> a. Provide advice and support to community groups b. Provide advice on primary health care to health promotion or related groups 	<p>To be agreed</p>
<p style="text-align: right;">% of job:</p>	

PERSON SPECIFICATION

Essential is the minimum acceptable level for entry. **Preferred** indicates the desirable level

(a) Qualifications/Credentials

ESSENTIAL	PREFERRED
Tertiary qualification in public or population health or health promotion	Qualifications in psychology or related fields

(b) Experience/Training

ESSENTIAL	PREFERRED
5 Years experience working in health sector and delivering programmes of health care projects	Previous experience working in health promotion
Project management experience	
Public health advocacy	

(c) Special Skills/Personal Attributes

ESSENTIAL	PREFERRED
Able to network and build relationships with key stakeholders	Understanding of Tikanga Maori
Sound analytical skills	Understanding of the principles of the Treaty Of Waitangi and how these relate to development and application of specific initiatives for Maori health
Project management experience	
Strategic thinking ability	

Job Description created/amended: 22 September 2009

Manager: _____
Signature

Date: _____

Position Holder: _____
Signature

Date: _____