

**POSITION DESCRIPTION**

<b>Title of Position:</b> Tutor for the Health Promotion Forum.	<b>Date:</b> June 2007.
<b>Department:</b> Health Promotion Forum	<b>Responsible to:</b> Executive Director
<b>Directly supervises:</b> N/A	<b>Limits of authority/financial approval:</b> To be advised
<b>Key Relationships:</b>	
<b>Internal:</b>  Executive Director Tutor for quality improvement Short course and Events coordinator Other Tutors Other members of the Operations Team	<b>External:</b>  Health Promotion Workforce Manukau Institute of Technology and Training Establishments. HR Consultant and Legal Advisor. Membership of the Forum Other public health providers Education and Training Organisations Other stakeholders as associated with the Health Promotion Forum.
<b>Purpose of Position:</b>  To improve the knowledge and skills base of the Health Promotion workforce to enable a more effective response to public health issues and delivery of health promotion services through effective delivery of quality training.	
<b>Principal Accountabilities:</b> <ul style="list-style-type: none"><li>• Deliver training.</li><li>• Mentoring and coaching</li><li>• Course development.</li></ul>	

## Key Result Areas

### 1 Deliver Training

- a) Organise and deliver all planned and arranged Health Promotion Courses in the MIT Certificate of Achievement Introducing Health Promotion (“The Short Course”), in the designated region.

Teach/facilitate:

- the general content of the short course  
and/or
- the Treaty component of the short course  
and/or
- Tuha-nz (a Treaty Understanding of Hauora in Aotearoa New Zealand)  
and/or
- a specific component of the Health Promotion competencies  
and/or
- an emerging health promotion issue  
and/or
- train the trainer workshops in various subjects

### 2 Mentoring and Coaching

- a) Coach and mentor past students as requested by HPF.

### 3 Course development

- a) Consult, when required, with HPF and Manukau Institute of Technology staff and other stakeholders, as appropriate, about the planned undergraduate Diploma in Health Promotion developed with MIT, and development of options and timeframes for the future.
- b) Co-ordinate and/or contribute to development of workshops, education and training on health promotion issues, as negotiated with HPF.

**PERSONAL ATTRIBUTES:****Skills based attributes:**Specific skills

- Interactive facilitation and training
- High quality communication skills, both written and verbal.
- Proficiency in Te Reo Maori is desirable for the Tuha-nz and Treaty of Waitangi tutors
- Professional integrity and commitment, including keeping up to date with health promotion practice and theory
- Attuned to public, social and political environments
- Ability to work under pressure
- Very good level of computer literacy for using email, web, word processing and presentation programmes
- Sound administrative skills
- Coaching and mentoring
- Ability to train trainers

**Person related attributes:**

- Reliable
- 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
- Ability to work well in teams and contribute to small and large groups
- Highly self motivated, able to move between a team and individual environment
- Ability to carry responsibilities, make decisions, work well under pressure, be flexible and adaptable
- Ability to work productively in time of uncertainty and changing environments, and towards long term outcomes
- Sound judgement and creativity
- Sense of humour
- Prepared to work flexible hours with the occasional evening and weekend activities and some travel in the region and nationally

**Qualifications and experience:**

Advanced practitioner level of health promotion knowledge  
and/or

Advanced practitioner level knowledge of the Treaty of Waitangi and colonisation and how it relates to health determinants and health promotion and/or Tuha-nz  
and/or

Advanced practitioner level of a particular component of the health promotion competencies and how it relates to health promotion

Plus

- Advanced practitioner level about an emerging health promotion issue
- Track record of experience, skills and knowledge in health promotion, reflecting the competencies as set out in *Nga Kaiakatanga Hauora mo Aotearoa – Health Promotion Competencies for Aotearoa – New Zealand* (see [www.hpforum.org.nz](http://www.hpforum.org.nz))
- A tertiary qualification in public health would be an advantage
- Driver's license

Agreed by ..... Executive Director

..... Employee