

 HAWKE'S BAY District Health Board Whakawāteatia	POSITION TITLE	Acting Smokefree Programme Manager / Health Promotions Coordinator		
	DIRECTORATE	Te Puni Tūmatawhānui Health Improvement and Equity	DEPARTMENT	Smokefree Services
	REPORTING TO (operationally)	Acting General Manager, Population Health	REPORTING TO (professionally)	n/a
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	This role covers the Smokefree service area within the Health Improvement and Equity Directorate within the Hawke's Bay District Health Board (HBDHB) Staff reporting - 5 Direct			
PURPOSE OF THE POSITION	Provides leadership and coordination of the Smokefree HBDHB 2025 Programme and manages the Smokefree team Provides strategic leadership of tobacco control strategy and controls the service delivery for HBDHB To ensure and prioritise a focus on patient safety and quality relating to care and processes within the Smokefree Service Performance management of personnel complies with the established organisational policies To operationally and strategically support the ongoing development of the Smokefree Service Is actively involved with project management and will lead selected service improvement activities as delegated by the respective clinical and management leaders Delivery of organisational KPIs including relevant Ministry of Health target, financial budgets and service plans			
KEY DELIVERABLES	<p>Programme management of Smokefree HB 2025 Programme</p> <ul style="list-style-type: none"> • Ensure the programme initiation and planning is conducted effectively • Ensure the programme is implemented according to the terms of reference • Effective coordination and oversight of programme implementation in all work streams • Work with Te Haa Matea (HB Stop Smoking Services) to achieve Smokefree whanau • Preparation of annual budgets and plans, monthly and other required reporting <p>Leadership of tobacco control strategy</p> <ul style="list-style-type: none"> • Provide strategic leadership on tobacco control • Contribute to local and regional tobacco control plans • Review and update tobacco control strategy • Lead tobacco control planning as required <p>Health Target Expertise</p> <p>Work with key stakeholders to achieve the following DHB Smokefree health targets:</p> <ul style="list-style-type: none"> • Primary Care • Maternity <p>Management and oversight of Smokefree Team</p> <ul style="list-style-type: none"> • Develop service specifications for the HBDHB Smokefree Service • Ensure service provision reflects best practice • Service policies and procedures are updated and align with best practice • Manage staff performance appraisals, rosters, meetings <p>Delivery of Smokefree Health Promotion activities</p> <ul style="list-style-type: none"> • Oversee and co-ordinate Smokefree health promotion activities for World Smokefree Month of May, Waitangi Day celebrations, GP Practices, HBDHB Health Centres, DHB Internal health days and community events • Participate in Smokefree Networks • Work collaboratively with key stakeholders i.e. Health Promotion Agency, Quitline • Encourage and support work place settings 			
HEALTH & SAFETY RESPONSIBILITIES	HBDHB is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are: <ul style="list-style-type: none"> • Not to do anything that puts your own H&S at risk • Not to do anything that puts others H&S at risk • To follow all health and safety policies and procedures • To follow all reasonable health and safety instructions (You have the right to cease work if you believe that you, or others, are at risk of serious harm).			

KEY WORKING RELATIONSHIPS	INTERNAL <ul style="list-style-type: none"> • Heads of Departments • Health Service Managers and teams across HBDHB services and specialist community and regional services • Chief Nursing & Midwifery Officer • Population Health • Māori Health Services • Allied Health 	EXTERNAL <ul style="list-style-type: none"> • Other service providers – Royston, Bay electives services, Plunket, Cancer Society • Health HB and NGO sector • Regional/other DHB services • Ministry of Health/National Health Board • Health Promotion Agency • Ngāti Kahungunu Iwi Incorporated • Kahungunu Executive • Te Haa Matea (HB Stop Smoking Services) • Hawke’s Bay Smokefree Coalition • National Training Service
DELEGATION AND DECISION	<ul style="list-style-type: none"> • Makes decisions within HBDHB Annual Plan - Smokefree to meet service requirements • Works autonomously with a high degree of independence within the directorate to achieve the plan and problem solve complex issues as they arise. • Maintains relationships with Population Health Team Leaders and Managers • Maintains relationships with Strategic business partners. 	
HOURS OF WORK	80 hours per fortnight	
EMPLOYMENT AGREEMENT & SALARY	In accordance with the Individual Employment Agreement (IEA) negotiated with the appointee.	
DATE	20 May 2020	
EXPENDITURE & BUDGET ACCOUNTABILITY	Management of expenditure within operational budget line \$393,000	
SCOPE & COMPLEXITY	<ul style="list-style-type: none"> • Manages a nurse, midwife and allied health professionals • Effectively managing time and prioritising workload to ensure all work is completed within the agreed time. 	

ESSENTIAL CRITERIA

Qualifications

- Post graduate qualification

Experience

- Extensive experience in health (ideally 10-15 years)
- Proven relationship management
- Working knowledge of community development

Business / Technical Skills

- An understanding of business, commercial and financial principles
- Strong report writing and business analysis
- Demonstrates an understanding of continuous quality improvement

Leadership Competencies

- Credibility and integrity (embraces professionalism and ethical practice).
- Ability to grasp implications of a situation quickly

Key Attributes

- Effective communication skills
- Positive attitude with problem solving focus

Effectively Engaging with Māori

- Demonstrates the ability to engage effectively with Māori staff and patients.
- Demonstrates ability to apply the Treaty of Waitangi within the Service.
- Shows commitment to, and demonstrates the behaviours of the health sector.

Physical requirements for role:

Full drivers licence.

Vaccination status for role – must be fully immunised.

DESIRABLE CRITERIA

Experience

- Knowledge of the political, legislative or other external influences affecting the health sector
- Stop Smoking Practitioner

Business / Technical Skills

- Understanding of organisational dynamics and able to work effectively in a complex multi-professional workplace.
- Advanced IT skills



Our Vision and Values

Te hauora o te Matau-ā-Māui: Healthy Hawke's Bay

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



HE KAUANUANU RESPECT

Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

ĀKINA IMPROVEMENT

Continuous **improvement** in everything we do. This means that I actively seek to improve my service.

RARANGA TE TIRA PARTNERSHIP

Working together in **partnership** across the community. This means I will work with you and your whānau on what matters to you.

TAUWHIRO CARE

Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.