6	POSITION TITLE	OSITION TITLE Planning and Commissioning Manager			
HAWKE'S BAY District Health Board Whakawāteatia	DIRECTORATE	Planning and Funding Directorate	DEPARTMENT	Planning and Funding	
	REPORTING TO (operationally)	Deputy Executive Director	REPORTING TO (professionally)	Deputy Executive Director	
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	This role covers the Planning and Commissioning function in the Hawke's Bay District Health Board (HBDHB) Staff reporting - Nil Direct - Nil Indirect				
PURPOSE OF THE POSITION	 The purpose of this position is to enable Hawke's Bay District Health Board to focus on its achievement of holistic health and wellbeing for the people of Hawke's Bay. A key focus for Planning and Commissioning Managers is to contribute to the transformation to a fully integrated system that is focussed on our 6 system goals: Punaha Arah Hapori – Community-led system He Paearu Teitei me Ona Toitutanga – High performing and sustainable system He Pauora Hohou tangara, Hohou Whānau – Embed person and Whānau - centred care Maori Mana Taurite – Equity for Māori as a priority, also, equity for Pasifika and those with unmet need Nga Kaimahi Totika – highly skilled and capable workforce Punaha Torire – digitally enabled health system To develop and procure high quality, outcome focused integrated services within available resources, incorporating effective planning and monitoring strategies and methodologies. To work in collaboration with other members of the Commissioning team and Māori Health team to engage a network of local people and Whānau in local communities to understand population health need and help articulate and plan for wellbeing priorities. To be responsible for the roll-out of Ministerial initiatives, service change programmes and/or other targeted approaches relating to integrated services management. Work with networks of local providers to understand strengths, weaknesses, opportunities and threats within our market place. Work in partnership with providers to strengthen the ability of the market to respond to population need. To involve key stakeholders in trend analysis so as to effectively plan service improvements. 				
KEY DELIVERABLES	 Strategic Planning and Service Re-design Implementation of national and local agreements and further service development. Engage key stakeholders in contracting, procurement, planning and performance monitoring. Ensure outcome measures for service implementation are identified and agreed with the leadership team. Lead the planning, implementation and monitoring cycles appropriate to the portfolio bringing a broad understanding of the wider health sector. Support the development and implementation of sector processes and protocols, engaging people and Whānau from local communities in planning processes. Understand provider Issues of capability, capacity and reconfiguration and maximise opportunities for sector changes and innovation to improve population health outcomes. Operational Planning and Delivery Work with clinical leaders and operational managers to coordinate data, analyse trends and interpret data to implement agreed strategies that improve services. Understand, report and critically analyse organisational and system wide risks within the Portfolio. Develop, implement and report on relevant sections of the HBDHB Annual Plan. Focus on achievement of ministerial, DHB, and service level targets appropriate to the portfolio. Financial and business management Oversee implementation of service/project plans and strategies. Ensure any factors that might impact on prior year or future forecasting are elevated appropriately. 				

	 Monitor the financial performance of the portfolio and input monthly reports on significant variations, key issues and directions. Identify potential or actual risks of non-achievement of service plans and take appropriate action to minimise these. Understand the revenue environment and identify all opportunities for additional revenue capture. Contract Management Prepare negotiation briefs and contract intentions ensuring delivery of strategic directions. Ensure investments align with objectives of the portfolio. Ensure integration of appropriate quality, safety, accreditation principles and provider performance measures into portfolio funding agreements. Monitor the performance of all contracts relevant to portfolio areas. Evaluate provider performance against their funding agreements, intervening where performance falls below an acceptable level.				
	 Ensure that any potential conflicts of interest are identified and managed according to DHB policy. Ensure compliance with reporting to DHB and MoH is in line with expectations. Monitor audit progress reporting and corrective actions arising from routine quality audits as these occur. Review performance Monitoring returns for all agreements. Ensure services are procured in accordance with DHB process. 				
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: Takes reasonable care of your own health and safety Ensures that your actions or omissions, do not adversely affect the health and safety of other persons Complies with reasonable instructions given by HBDHB Co-operates with health and safety policies or procedures 				
KEY WORKING RELATIONSHIPS	 INTERNAL Executive Director of Planning and Funding Planning and Funding Directorate team members Māori Health Services Health Improvement and Equity Directorate Team Finance and Contracts Team Clinical Leaders Service Directors Business Performance & Intelligence team Information Services Hawke's Bay Clinical Council Hawke's Bay Consumer Council Māori Relationship Board Various clinical and/or governance committees 	EXTERNAL Ministry of Health Health Hawke's Bay PHO NGO sector DHB Shared Services Central TAS External reference groups General Practitioners and Practice staff Regional Portfolio Managers Health sector Project Managers Consumer representatives Aged Residential Care Providers			
DELEGATION AND DECISION	 Medium level of delegated decision making within key areas of account. Handling of sensitive and confidential information. 				
HOURS OF WORK	Negiotable				
EMPLOYMENT AGREEMENT & SALARY	Individual Employment Agreement (IEA)				
DATE	02 2020				
EXPENDITURE & BUDGET ACCOUNTABILITY	 Responsible for exercising management control over budgets with value \$50-\$150m for contracted services, supporting accountability of Deputy Executive Director. 				
SCOPE & COMPLEXITY	 (To be confirmed) Relevant to programmes of work that are identified within the scope of the portfolio. 				

ESSENTIAL CRITERIA

Qualifications

- Post graduate degree level qualification/s in health or business management or similar.
- Knowledge of the political, legislative or other external influences affecting the health sector.

Experience

 Extensive experience in health (ideally 10 - 15 years), which could include Planning and Funding, Population Health, Primary Health Care services, and or Secondary Services, or the wider NGO network.

Business / Technical Skills

- An understanding of business, commercial and financial principles and risk.
- Demonstrates an understanding of continuous quality improvement.
- Relationship management with multiple professionals and providers requires high level communication skills.
- Strong written and verbal communication skills.
- Ability to prioritise and handle ongoing competing demands of complex situations.
- Ability to identify innovative solutions to complex problems.
- Advanced skills in a range of microsoft office applications.

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.
- Strong risk management understanding.

Effectively Engaging with Māori –

- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori
- Is visible, welcoming and accessible to Māori consumers and their whānau
- Actively engages in respectful relationships with Māori consumers and whānau and the Māori community
- Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience
- Actively facilitates the participation of whānau in the care and support of their whānau member

DESIRABLE CRITERIA Experience

- Clinical qualification and experience.
- Change management and leadership experience.
- Service redesign skills and experience.
- Research and evaluation experience.

Business / Technical Skills

- Use of recognised tools of change management and project management.
- Understanding of the principles of public health and epidemiology
- Understanding of organisational dynamics and able to work effectively in a complex multi-professional workplace.



Our Vision and Values

Te hauora o te Matau-a-Māul: 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 Äkina improvement Rarangatetira partnership Tauwhiro care

HE	KAUANUANU	RESPECT

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

ÅKINA IMPROVEMENT

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



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



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