



	<ul style="list-style-type: none"> <li>○ Monitor the financial performance of the portfolio and input monthly reports on significant variations, key issues and directions.</li> <li>○ Identify potential or actual risks of non-achievement of service plans and take appropriate action to minimise these.</li> <li>○ Understand the revenue environment and identify all opportunities for additional revenue capture.</li> </ul> <p><b>Contract Management</b></p> <ul style="list-style-type: none"> <li>○ Prepare negotiation briefs and contract intentions ensuring delivery of strategic directions.</li> <li>○ Ensure investments align with objectives of the portfolio.</li> <li>○ Ensure integration of appropriate quality, safety, accreditation principles and provider performance measures into portfolio funding agreements.</li> <li>○ Monitor the performance of all contracts relevant to portfolio areas.</li> <li>○ Evaluate provider performance against their funding agreements, intervening where performance falls below an acceptable level.</li> <li>○ Ensure that any potential conflicts of interest are identified and managed according to DHB policy.</li> <li>○ Ensure compliance with reporting to DHB and MoH is in line with expectations.</li> <li>○ Monitor audit progress reporting and corrective actions arising from routine quality audits as these occur.</li> <li>○ Review performance Monitoring returns for all agreements.</li> <li>○ Ensure services are procured in accordance with DHB process.</li> </ul>				
<b>HEALTH &amp; SAFETY RESPONSIBILITIES</b>	<p>HBDHB is committed to maintaining and promoting the health &amp; safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> <li>● Takes reasonable care of your own health and safety</li> <li>● Ensures that your actions or omissions, do not adversely affect the health and safety of other persons</li> <li>● Complies with reasonable instructions given by HBDHB</li> <li>● Co-operates with health and safety policies or procedures</li> </ul>				
<b>KEY WORKING RELATIONSHIPS</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;"><b>INTERNAL</b></th> <th style="text-align: left; padding: 5px;"><b>EXTERNAL</b></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top; padding: 5px;"> <ul style="list-style-type: none"> <li>● Executive Director of Planning and Funding</li> <li>● Planning and Funding Directorate team members</li> <li>● Māori Health Services</li> <li>● Health Improvement and Equity Directorate Team</li> <li>● Finance and Contracts Team</li> <li>● Clinical Leaders</li> <li>● Service Directors</li> <li>● Business Performance &amp; Intelligence team</li> <li>● Information Services</li> <li>● Hawke's Bay Clinical Council</li> <li>● Hawke's Bay Consumer Council</li> <li>● Māori Relationship Board</li> <li>● Various clinical and/or governance committees</li> </ul> </td> <td style="vertical-align: top; padding: 5px;"> <ul style="list-style-type: none"> <li>● Ministry of Health</li> <li>● Health Hawke's Bay PHO</li> <li>● NGO sector</li> <li>● DHB Shared Services</li> <li>● Central TAS</li> <li>● External reference groups</li> <li>● General Practitioners and Practice staff</li> <li>● Regional Portfolio Managers</li> <li>● Health sector Project Managers</li> <li>● Consumer representatives</li> <li>● Aged Residential Care Providers</li> </ul> </td> </tr> </tbody> </table>	<b>INTERNAL</b>	<b>EXTERNAL</b>	<ul style="list-style-type: none"> <li>● Executive Director of Planning and Funding</li> <li>● Planning and Funding Directorate team members</li> <li>● Māori Health Services</li> <li>● Health Improvement and Equity Directorate Team</li> <li>● Finance and Contracts Team</li> <li>● Clinical Leaders</li> <li>● Service Directors</li> <li>● Business Performance &amp; Intelligence team</li> <li>● Information Services</li> <li>● Hawke's Bay Clinical Council</li> <li>● Hawke's Bay Consumer Council</li> <li>● Māori Relationship Board</li> <li>● Various clinical and/or governance committees</li> </ul>	<ul style="list-style-type: none"> <li>● Ministry of Health</li> <li>● Health Hawke's Bay PHO</li> <li>● NGO sector</li> <li>● DHB Shared Services</li> <li>● Central TAS</li> <li>● External reference groups</li> <li>● General Practitioners and Practice staff</li> <li>● Regional Portfolio Managers</li> <li>● Health sector Project Managers</li> <li>● Consumer representatives</li> <li>● Aged Residential Care Providers</li> </ul>
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<b>DELEGATION AND DECISION</b>	<ul style="list-style-type: none"> <li>● Medium level of delegated decision making within key areas of account.</li> <li>● Handling of sensitive and confidential information.</li> </ul>				
<b>HOURS OF WORK</b>	Negotiable				
<b>EMPLOYMENT AGREEMENT &amp; SALARY</b>	Individual Employment Agreement (IEA)				
<b>DATE</b>	02 2020				
<b>EXPENDITURE &amp; BUDGET ACCOUNTABILITY</b>	<ul style="list-style-type: none"> <li>▪ Responsible for exercising management control over budgets with value \$50-\$150m for contracted services, supporting accountability of Deputy Executive Director.</li> </ul>				
<b>SCOPE &amp; COMPLEXITY</b>	<ul style="list-style-type: none"> <li>▪ (To be confirmed) Relevant to programmes of work that are identified within the scope of the portfolio.</li> </ul>				

## 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-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.