

## Position Description

KHJ/1843198

<b>Position:</b>	<b>Committee &amp; Project Administrator Cancer Screening, Treatment &amp; Support (CSTS) Service</b>
<b>Reports to:</b>	<b>Operations Lead</b>
<b>Role Relationships:</b>	<b>Chairs of CSTS Committees Medical Leads – CSTS treatment specialities CSTS Senior Leadership Te Hononga Group members Directorate Alliance Group members</b>
<b>FTE:</b>	<b>0.8</b>

### Organisation Context

Health New Zealand | Te Whatu Ora leads the day to day running of the health system across New Zealand, with functions delivered at local, district, regional and national levels. It weaves the functions of the 20 former District Health Boards into its regional divisions and district offices, ensuring continuity of services in the health system.

Health New Zealand | Te Whatu Ora Te Pae Hauora o Ruahine o Tararua – MidCentral (MidCentral) (previously MidCentral District Health Board) provides healthcare services to over 180,000 people across the Manawatu, Horowhenua and Tararua regions. With a large hospital campus at Palmerston North, it also provides key health care and support services to neighbouring communities. We are one of the Manawatu's largest employers with over 2800 staff members.

### Role Purpose

The role of the Committee and Project Administrator is to facilitate the effective functioning of the CSTS Committees (clinical governance and alliance groups), to act as a resource to committee chairs and senior CSTS staff and to provide coordination / administrative support to projects and initiatives being led by the committees and groups.

This role also provides personal assistant functions for the Medical Leads of Radiation Oncology, Medical Oncology and Clinical Haematology.

Key Objective	Key Task	Responsibility
Provide effective and timely support to CSTS Committees		<p>Provide coordination and support for the following committees and meetings.</p> <ul style="list-style-type: none"> <li>• Te Uru Mātai Matengau Governance</li> <li>• Medical Oncology Governance</li> <li>• Radiation Oncology Governance</li> <li>• Clinical Haematology Governance</li> <li>• 2nd Floor Governance</li> <li>• Cluster Alliance Group</li> <li>• Te Hononga Hui</li> <li>• Tumour Stream Groups (6)</li> <li>• Project Groups</li> </ul> <p>Assist with logistics, take accurate minutes, follow up on action points. Proof read and format key documents. Collate and distribute agendas. Act as a point of contact. Manage Sharepoint and teams sites / ensure appropriate filing of information.</p>
Coordination and Support for Projects and Planning		<p>Facilitate and coordinate projects / work plans for Project Lead and Radiation Therapy Advisor.</p> <p>Provide proactive project support and administration of initiatives.</p> <p>Seek opportunities for innovation and improvement, and proactively raise these for consideration.</p>
Personal Assistant to Medical Leads		<ul style="list-style-type: none"> <li>• Work with each of the Medical Leads of Medical Oncology, Clinical Haematology and Radiation Oncology to define expectations.</li> <li>• Assist with the organisation of workload, rosters, meetings and other related activities.</li> <li>• Assist with written correspondence, including coordinating input from others.</li> <li>• Manage internal and external communications / mail.</li> <li>• Compose documentation e.g. draft email responses, presentations, reports, letters and other documentation as requested.</li> <li>• Arrange travel and accommodation (excluding regional clinics) as required.</li> <li>• Arrange and coordinate functions as requested.</li> <li>• Maintain and keep up to date an effective back-up system.</li> </ul>

Key Objective	Key Task	Responsibility
Consistently deliver a high standard of work and role model organisational values		<p>Exhibit an ability to co-operate and collaborate across the organisation</p> <p>Develop and maintain a wide array of internal and external networks.</p> <p>Proactively remove barriers.</p> <p>Produce work that is accurate and professionally presented, within deadlines.</p> <p>Comply with relevant organisation policies and procedures.</p> <p>Maintain strict confidentiality relating to information and MidCentral's business.</p> <p>Always behave in a strictly professional manner.</p>
Professional development		<p>Participate in Performance Management</p> <p>Actively seek opportunities to increase skills and knowledge</p>
Health and Safety	Apply Health and Safety knowledge and skills to all work practices to ensure compliance with the Health and Safety at Work Act 2015 and any subsequent amendments or replacement legislation	<ul style="list-style-type: none"> <li>• Is familiar with all policies and procedures as they affect the work environment.</li> <li>• Ensure that safe working procedures are practised and no person is endangered through action or inaction.</li> <li>• Is aware of and can identify hazards and take action accordingly, including preventing or minimising the adverse effects of hazards.</li> <li>• Is able to apply MidCentral's emergency procedures, including use of safety equipment and materials.</li> <li>• Ensure that all incidents including near misses are reported within the required timeframe using the MidCentral's incident reporting system.</li> <li>• Actively participate in the MidCentral's health and safety programmes, through input into meetings and feedback through committee structures.</li> </ul>
Treaty of Waitangi	Understand and apply knowledge of the Treaty of Waitangi	<ul style="list-style-type: none"> <li>• Apply knowledge of the Treaty of Waitangi and its application in Health in terms of the articles and principles to all work practices.</li> <li>• Attend appropriate Treaty of Waitangi education</li> </ul>

## Key Competencies

Competencies are the skills, knowledge and attributes required to be fully competent in this position. There will be a programme available for appointees to meet competencies where a need for continued development is identified.

For the purposes of selection essential competencies have been identified, and shortlisting and appointment decisions will be made based on the ability of applicants to meet these:

### Essential Competencies:

- At least three years' experience working in an administrative role
- Previous experience of administrative support to committees or working/steering groups
- Demonstrated ability to work autonomously, prioritise and self-direct own workload.
- Demonstrated ability to coordinate and support projects and to deliver against commitments.
- Demonstrated ability to produce professional and high quality written communications.
- Familiarity with the hospital environment and/or experience in the health sector preferred.

### Skills & Attributes

- Technology enabled: Excellent computer literacy, particularly Windows, Microsoft Office, with an emphasis on Word, Outlook and PowerPoint.
- Strong communication skills and the ability to connect and collaborate at all levels.
- Excellent writing and word processing skills with a strong command of English.
- Flexible, adaptable and able to work under pressure and meet changing demands and deadlines.
- Ability to juggle competing demands and multi-task in a busy environment, prioritise, forward plan, cater for contingencies and make sound judgements and decisions.
- Strong organisational skills and attention to detail.
- Awareness of and an ability to maintain confidentiality at all times.
- Ability to persevere with a task, and to display the required energy to achieve objectives.
- Reflective listener, accurately interpreting meaning and taking actions that reflect complete understanding of the message communicated.

## Physical Attributes

*Under the Human Rights Act 1993 discrimination based on disability is unlawful. MidCentral will make all reasonable efforts to provide a safe and healthy work place for all, including persons with disability.*

*Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfil these physical requirements, a request should be made whether it would be possible to accommodate a particular issue by obtaining advice from Occupational Health & Safety/ Infection Prevention & Control Team.*

- Ability to move about and undertake necessary duties in the Palmerston North Hospital site which includes moving up and down stairs.
- Ability to stand, walk, sit, stretch, twist, bend, frequently lift / move weights up to 15 kilograms and climb to enable moving up stairs.
- Ability to sit at a desk for substantial periods with associated mental concentration and repetitive activities that accompany administrative tasks.
- Manual dexterity sufficient to drive, operate clerical equipment including photocopier, computer etc.
- Visual ability sufficient to read, write/record, use a computer and operate other related administrative equipment, enabling accurate performance of essential job duties.
- Hearing and speech sufficient to communicate with other persons effectively both individually and by telephone (including cellphone) and in group meetings.
- A high degree of mental concentration and related abilities is required.
- Must be able to function under rapidly changing and demanding conditions.

## Conditions of Appointment

### EMPLOYMENT AGREEMENT

The Collective Agreement which covers the work of this position is the Te Whatu Ora Health New Zealand and Te Pukenga Here Tikanga Mahi Public Service Association (PSA) National Health Administration Workers Collective Agreement (Collective Agreement) which applies to employees appointed to roles that are covered by the Collective Agreement and who are members of the PSA.

### NATURE AND TENURE OF APPOINTMENT

The appointment will be subject to the conditions contained in this schedule, MidCentral's policies and appropriate legislation.

Due to funding this appointment is fixed term for one year. In the event of the appointee being found to have breached the organisation's code of conduct or other policies, the appointment may be terminated without notice.

### SALARY

The annual salary will be within Band 4 of the National Administration and Clerical Pay Structure, within the range minimum step 1 (\$72,035) to maximum step 5 (\$79,573). Salary is proportionate to hours worked.

All salary payments will be made by direct credit to a nominated bank account in the appointee's name (or jointly including the appointee's name).

### HOURS OF WORK

Hours of work will be 32 per week working 8-4.30pm.

If the appointment is full-time the employee shall not engage in any other business or occupation without the prior consent of the Organisation. If an appointee is engaged in other business or occupation when taking up a full-time appointment with MidCentral, and wishes to continue to participate in this other business or occupation, this must be disclosed to the hiring manager prior to accepting the appointment.

### TREATY OF WAITANGI

MidCentral is committed to its obligations under the Treaty of Waitangi. The appointee will be expected to incorporate the principles of the Treaty of Waitangi in their working practices.

### EQUAL EMPLOYMENT OPPORTUNITIES

MidCentral is committed to the principles of Equal Employment Opportunities and all recruitment activities are conducted in accordance with these principles.

### SMOKE FREE ENVIRONMENT

MidCentral provides smoke-free workplaces that protect the health and comfort of employees, patients/ clients, contractors, volunteers and visitors. All buildings, grounds and vehicles owned, occupied or leased by MidCentral are smoke-free. Employees are expected to promote smoke-free lifestyles and act as role models when working with patients/ clients and in the community.

### CODE OF CONDUCT

MidCentral has a Code of Conduct that sets out the standards of performance and conduct required of employees. Employees of MidCentral are also required to act with a spirit of service to the community and meet high standards of integrity and conduct as set out in Standards of Integrity and Conduct - a code of conduct issued by the Public Service Commission.

*Compassionate  
Ka whai aroha*

*Respectful  
Ka whai ngākau*

*Courageous  
Ka mātātoa*

*Accountable  
Ka noho haepapa*



## **SHARED APPROACH TO WORK PRINCIPLES**

It is important that MidCentral has a healthy and safe working environment in which all employees feel their contribution is valued and appreciated. The actions and behaviours below are intended to provide a guide and assist us all to develop and maintain this environment.

To be happy and proud in our work we will:

- Care for and support each other to have a safe work environment;
- Treat each other with trust and respect, recognising cultural and other differences;
- Communicate openly, honestly and act with integrity;
- Enable professional and organisational standards to be met;
- Support each other to achieve, and acknowledge contributions and successes.

MidCentral does not tolerate bullying, harassment, or inappropriate behaviour in the workplace environment.

## **CONFIDENTIALITY**

All employees are responsible for the security of confidential and sensitive information which is held by MidCentral. All employees have a responsibility to comply with the requirements of the Privacy Act 2020 and the Health Information Privacy Code 1994 and any subsequent amendments.

It is a condition of employment for all employees that confidential or sensitive information is only accessed, used or disclosed as necessary to meet their employment or contractual obligations and in accordance with the relevant legislation, their professional obligations, and any other obligations imposed by law. Note: This does not preclude the sharing of clinical information among health professionals involved in the care or treatment of the individual on a “need to know” or consultancy basis.

Confidential information concerning a patient or client who is receiving or has received services provided by MidCentral may not be accessed by employees not involved in the care or treatment of the patient or client, and also may not be disclosed to unauthorised persons, except for those specific cases defined in relevant legislation and as per MidCentral’s Confidentiality Policy.

## **HEALTH DECLARATION**

Shortlisted applicants will be required to complete a Health Declaration form and provide this to the hiring manager. They may also be required to undergo a medical examination as part of assessing their ability to fulfil the requirements of the position.

## **DECLARATION OF CRIMINAL CONDUCT AND OTHER INFORMATION**

Shortlisted applicants will be required to complete a Declaration of Criminal Conduct and Other Information form and provide this to the hiring manager.

## **POLICE CLEARANCE/ CHECK(S)**

Some appointments at MidCentral are subject to a Police Clearance which requires the applicant to complete a New Zealand Police Vetting Service Request and Consent Form. Additionally, overseas police checks may need to be applied for by the appointee if they have lived in any country other than New Zealand for 12 months or more within the last 10 years.

Shortlisted applicants will be advised of the requirement to undergo a New Zealand Police Clearance, and provide overseas police clearance/s, as required.

Notwithstanding the police clearance process upon appointment, in future all MidCentral employees may be required to undergo police and/ or other vetting procedures, and all staff will be required to participate in this process.

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MidCentral reserves the right to withdraw any offer to the appointee, or if the appointee has commenced work, terminate employment, if any adverse information arises out of the police check/s.

#### **CHILDREN'S ACT 2014**

Due to this role having contact with children and MidCentral's commitment to child protection, shortlisted applicants will be subject to 'safety checks' in accordance with the Children's Act 2014 before any offer of employment is made. These checks are required periodically for existing employees in accordance with the relevant legislation.

#### **CLERICAL ASSESSMENT**

Shortlisted applicants may be required to undergo a series of work assessments as a part of the interview process.

#### **APPLICATIONS**

Applicants are required to complete an official form of application, providing names and addresses of three confidential referees\* – one being the current or most recent employer or educator, and attaching a CV and cover letter. Copies of recent testimonials or any other information considered pertinent to the position may also be included.

Any queries may be addressed to Human Resources on +64 6 350 8850 or email [vacancy@midcentraldhb.govt.nz](mailto:vacancy@midcentraldhb.govt.nz).

*\*Referee reports obtained or provided are subject to Section 27 (1) (c) of the Official Information Act 1982 and Section 29 (1) (b) of the Privacy Act 2020 and shall not be released or their contents disclosed to the applicant or to any person not directly involved in MidCentral's appointment and review procedures.*



## Appendix A - MidCentral's Values and Behaviours

All employees of MidCentral will adopt the values and demonstrate the behaviours related to them of being Compassionate, Respectful, Courageous and Accountable - in the following ways:

### COMPASSIONATE - KIA WHAI AROHA

- Is responsive to the needs of people, whānau and the community.
- Strives to deliver beyond expectations and go the extra mile.
- Shows concern for others and offers proactive and timely assistance and support to others.
- Is empathetic and mindful of others and sensitive to their feelings.
- Creates an environment where others feel safe and supported, encouraging them to contribute and share their views and perspectives.

### RESPECTFUL – KIA WHAI NGĀKAU

- Shows politeness, admiration and honour to others and does not cause offence.
- Actively listens when someone is speaking and shows value for other peoples' perspectives.
- Genuinely engages and listens to others and considers their views while making decisions.
- Is inclusive of diverse perspectives and the cultural beliefs of others and actively seeks to improve own knowledge.
- Recognises team member strengths and development needs, and coaches them to maximise their potential.

### COURAGEOUS – KIA MĀTĀTOA

- Speaks up when things are not right.
- Is adventurous in search of feedback and is open to feedback.
- Puts organisational interests ahead of their own.
- Speaks up when they have to contribute or when other's behaviour is inconsistent with the MidCentral's values.
- Champions innovative ideas in the team, and on behalf of the team.
- Is willing to question accepted approaches and processes and open to challenge.

### ACCOUNTABLE – KIA NOHO HAEPAPA

- Acknowledges and assumes responsibility for their actions and does not blame others when things go wrong.
- Strives for excellence and delivers high quality care that focuses on the needs of the consumer and whānau.
- Is innovative and strives for quality and excellence.

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*Courageous  
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*Accountable  
Ka noho haepapa*

- Following through on conversations – saying what you will do and doing what you say.
- Is able to intervene effectively when progress against budgets, plans or projects is off track.
- Is committed to rapid resolution of complaints, problems and issues.

Appendix B – MidCentral’s Strategy

# WE ARE COMMITTED TO

**Ka ū tā mātou mahi**



**QUALITY LIVING**  
Kia pai te noho



**HEALTHY LIVES**  
Kia ora te tangata



**WELL COMMUNITIES**  
Kia ora te hapori

### WE ARE ABOUT

*Better health outcomes, better health care for all*

**— Ko tā mātou mahi —**

*He whakapai ake i te hauora hei oranga mā te katoa*

### INDIVIDUALLY AND TOGETHER WE WILL

*Achieve quality and excellence by design*

*Connect and transform primary, community and specialist care*

*Partner with people and whānau to support health and wellbeing*

*Achieve equity of outcomes across communities*

**He mahi takitahi hei toa takitini**

*Kia kouranga, kia hiranga te hoahoa*

*Kia mahi tāhi me te tangata, me te whānau hei tautoko i te hauora me te oranga*

*Kia tūhono e pai ake ai te atawhai tuatahi, te atawhai hapori, te atawhai ngaio*

*Kia tākeke ngā hua mā ngā hapori katoa*

### WE WILL BE

<i>Compassionate</i>	<i>Respectful</i>
<i>Courageous</i>	<i>Accountable</i>

**— Ka pēnei mātou —**

<i>Ka whai aroha</i>	<i>Ka whai ngākau</i>
<i>Ka mātātōa</i>	<i>Ka noho haepapa</i>

### WE WILL ACHIEVE THIS SUCCESS THROUGH OUR

<i>People</i>	<i>Partners</i>	<i>Information</i>	<i>Stewardship</i>	<i>Innovation</i>
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**— Ka eke angitu mātou mā —**

<i>Ō mātou iwi</i>	<i>Ō mātou hoa mahi</i>	<i>Te whakamāhio</i>	<i>Te tiaki</i>	<i>Te auaha</i>
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