

Position Description

Position Title:	Project Manager - Rural Hospitals
Time Allocation	Full-time fixed-term for one year position with 0.6FTE allocated to work on joint rural hospital and SDHB projects. Remaining 0.4FTE allocated to work on COHSL specific projects
Location:	Principally at Dunstan Hospital Clyde. Other rural hospital locations including Gore, Balclutha, Lakes Hospital, Maniototo Health and Waitaki Health
Reports to:	Chief Executive Officer (CEO) COHSL
Direct Operational Reports	Nil
Date:	November 2020

COHSL Vision, Values and Environment

Vision: To be a lead provider and educator of rural healthcare for our communities.

Values:

- Kindness – care for each other
- Excellence – always striving to improve
- Trust – act with respect and integrity
- Connection – with our community, local providers and within

Environment: COHSL as a community owned charity is committed to playing its part in the implementation of the SDHB Primary and Community Strategy and the delivery of integrated models of care that stretch across the care continuum. COHSL is part of a wider network of health care providers (the Southern Health Network) delivering services to its communities.

Background and Context

There are two aspects to this Project Manager role.

- 1) The first is to lead projects identified and prioritised by the rural hospitals within Southern District Health Board (Clutha Health First, COHSL, Gore Health, Lakes Hospital, Maniototo Health and Waitaki Health.) 0.6FTE is allocated to this aspect of the role.
 - i) The aim is to identify projects which contribute to the development of a cohesive rural hospital network with the aim of reducing the inequities experienced by rural populations, maximise organisational efficiencies and effectiveness and achieve the goals outlined in the SDHB Primary and Community Strategy.
 - ii) The shared-service work programme to be developed is based on a collaborative framework with all partners working together to achieve the best outcomes for our rural populations within the catchment of SDHB. Projects are likely to be wide-ranging in scope.
- 2) The second is to lead projects prioritised by COHSL and with a specifically COHSL focus. 0.4FTE is allocated to this aspect of the role.
 - i) The aim is to identify projects which strengthen COHSL's Continuous Improvement ethos and culture. The quality improvement projects will put the patients and whanau at the centre and will focus on developing effective mechanisms for collecting external stakeholder and user feedback, developing quality improvement initiatives and implementing them.

Role specific requirements

Key requirements:

- Scope and develop project plans for prioritised projects

- Support the collection of timely and accurate data for all aspects of the projects and the milestones and outcomes identified
- Provide coordination and implementation support for the activities and milestones identified in the various project plans
- Develop project progress reporting processes for the prioritised projects
- Ensure processes used in the projects are inclusive of the needs of the multiple organisations involved
- Complete reports, briefings and presentations as required
- Ensure that the projects are aligned with SDHB Primary and Community Strategy and the various rural hospital organisational Strategic and Annual Plans.

Role Specific competencies	
Future Focused	<ul style="list-style-type: none"> ▪ Is able to think strategically and is able to lead change within a changing environment. Has a solid understanding of national and international health management policy and direction.
Communication	<ul style="list-style-type: none"> ▪ Communication conveys an understanding of the context of the situation/circumstances. Presents information clearly in a language and style appropriate to the audience.
Solution Focused	<ul style="list-style-type: none"> ▪ Uses rigorous logic and methods to solve difficult problems with effective solutions; understands how to use data and analysis to develop solutions and challenge accepted assumptions, ability to assess and initiate solutions independently.
Interpersonal Savvy	<ul style="list-style-type: none"> ▪ Relates well to all kinds of people – inside and outside the organisation. Builds appropriate rapport. Builds constructive and effective relationships. Uses diplomacy and tact. Can defuse high-tension situations comfortably.
Drive for Results	<ul style="list-style-type: none"> ▪ Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Organisational Agility	<ul style="list-style-type: none"> • Knowledgeable about how organisations work and how to implement and embed change. Knows how to get things done and understands the culture of organisations and their role in achieving the organisations strategic priorities.
Mobilise System Improvement	<ul style="list-style-type: none"> ▪ Establish evidence based decisions; enable a culture of continuous improvements; demonstrate organisation and political agility; identify innovations and support their adoption; nurture organisational learning.

Key Relationships		
Rural Hospitals and SDHB	COHSL	Stakeholders
<ul style="list-style-type: none"> • CE's of Clutha Health First, COHSL, Gore Health, Maniototo, Waitaki Health Services 	<ul style="list-style-type: none"> • CEO 	<ul style="list-style-type: none"> • Patients, their families/Whanau and the wider community
<ul style="list-style-type: none"> • Rural Hospital management team members and operational management team at Lakes Hospital 	<ul style="list-style-type: none"> • COHSL Management Team 	<ul style="list-style-type: none"> • Primary Health Care Providers and WellSouth PHO
<ul style="list-style-type: none"> • Associate GM Rural Hospitals - SDHB 	<ul style="list-style-type: none"> • Rural Hospital Networks 	<ul style="list-style-type: none"> • Otago University and Otago Polytechnic and other NZ Tertiary Institutions
<ul style="list-style-type: none"> • SDHB Planning and Funding 	<ul style="list-style-type: none"> • Medical Staff 	<ul style="list-style-type: none"> • Other rural hospitals across NZ

Department		
<ul style="list-style-type: none"> SDHB Management – relative to service provision 	<ul style="list-style-type: none"> Nursing Staff 	<ul style="list-style-type: none"> Ministry of Health
<ul style="list-style-type: none"> WellSouth PHO 	<ul style="list-style-type: none"> Allied Health Staff inc. Radiology 	<ul style="list-style-type: none"> Relevant external contract holders
<ul style="list-style-type: none"> Relevant NGOs, private health providers and other community groups 	<ul style="list-style-type: none"> Administration and Finance Teams 	

Person Specification

The expertise required for a person to be fully competent in the role. Position specific competencies include:

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> Qualification in management or health sciences 	<ul style="list-style-type: none"> Project Management qualification Postgraduate qualification in health management or related field Training in Improvement Science
Experience	<ul style="list-style-type: none"> Minimum 3 years recent experience in health sector Minimum 3 year project management experience working with complex, multi-stakeholder environments Experience in the implementation of service improvements and quality initiatives Experience in Business Case development Management experience in a hospital and/or primary care environment Continuous Quality Improvement experience Leading Change Management initiatives 	<ul style="list-style-type: none"> Demonstrated project management experience in the health sector Experience of results based accountability or managing outcomes Experience working in a rural health environment and/or rural hospital Experience working in a small health care organisation Quality Improvement methodologies –e.g. focus groups, patient journey analysis
Knowledge and Skills	<ul style="list-style-type: none"> Knowledge of project management methodologies Knowledge of Quality Improvement methodologies Proven leadership ability within the health sector Proven ability to prioritise and manage complex competing activities and achieve goals within timeframes Political acumen in working through complex multi- organisational situations effectively Managing multiple tasks and demands in a timely manner Robust evaluation and consideration of options before making a decision Influence and negotiating skills, able to persuade and inspire others to achieve change Aptitude for problem-solving Can apply an equity lens taking our rural environment into consideration Outstanding written and verbal communication skills Be able to demonstrate cultural safety in the practice setting and able to interact well with other people from a variety of cultural backgrounds 	

	<ul style="list-style-type: none"> • Competent computer skills • Current Driving Licence
Personal Qualities	<ul style="list-style-type: none"> • Excellent relationship building and management skills • Is a strong 'starter and finisher' • Is adaptable and flexible – open to change and can cope with fluctuating work demands • Has initiative and self-motivation with excellent organisational and time management skills • Is energetic and able to motivate others • Be able to recognise and deal with increased stress in self and have the ability to cope under pressure • Commitment and personal accountability • Acts with discretion, sensitivity and integrity at all times • Maintains an exceptionally high level of confidentiality

KEY RESULT AREAS:

Key Accountabilities:	Examples of successful delivery of duties and responsibilities
Project Management, Reporting and Monitoring	
<ul style="list-style-type: none"> • Develop value proposition for projects and key deliverables • Develop project structures that ensure appropriate stakeholder engagement in work streams • Develop project plans that clearly define scope and align to work programme' objectives, deliverables and milestones • Plan, execute and complete project according to deadlines and budget milestones using appropriate tools • Proactively manage changes in project scope, identify potential issues and devise contingency plans • Identify and manage risks to the success of the projects • Establish effective relationships and communication with internal and external stakeholders across the local rural health sector 	<ul style="list-style-type: none"> • Successful development of robust project and implementation plans • Ensure all project deliverables including planning, reporting and milestone dates are achieved • Robust risk mitigation plans in place for the projects • Deliver the projects and requirements of the work plan involving others and securing engagement from key stakeholders • Produce relevant project documents including Business Plans • Meet and report to Rural Hospital Boards as required
Teamwork, Communication and Stakeholder Management	
<ul style="list-style-type: none"> • Work in partnership with members of the rural hospital management teams and key stakeholders to ensure the implementation of the projects • Determine stakeholder analysis to inform leadership and influence required project goals • Act as a key point of contact for the rural hospital projects • Identify and maintain relationships with key stakeholders to support effective planning and implementation 	<ul style="list-style-type: none"> • Communicating openly, sharing information, accepting responsibility and accountability, and working co-operatively with others • Positive stakeholder management
Health Safety and Wellbeing	
Recognises individual responsibility for workplace Health & Safety under the Health and Safety at Work Act 2015	<ul style="list-style-type: none"> • You understand and consistently meet your obligations under COHSL's Health and Safety policy/procedures including that workplace hazards are identified, reported and effectively

	<p>managed to ensure the safety of staff and others as per the COHSL policies</p> <ul style="list-style-type: none"> ▪ Work towards creating an atmosphere where staff support each other and workplace violence and bullying is not tolerated • Effort is made to strive for best practice in Health and Safety at all times.
Cultural Safety	
<p>Commitment to the principles of Te Tiriti o Waitangi – Partnership, Participation and Protection</p> <p>Honouring cultural diversity</p>	<ul style="list-style-type: none"> • Respect, sensitivity, cultural awareness is evident in interpersonal relationships • Our cultural differences are acknowledged by respecting spiritual beliefs, cultural practices and lifestyle choices • Cultural responsiveness is evident when engaging with stakeholders and when undertaking planning processes (e.g. Maaori cultural competency and Tikanga Best Practice).
Other Duties	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience</p>	<ul style="list-style-type: none"> • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness • You produce work that complies with processes and reflects best practice • Research undertaken is robust and well considered

CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date