

# Job Description

<b>Job Title:</b>	Academic Coordinator, Takapau Wānanga
<b>Date:</b>	November 2022
<b>Responsible to:</b>	CEO, Hauora Hokianga Associate Dean – Rural Health, General Practice and Primary Health Care, Faculty of Medical and Health Sciences, University of Auckland
<b>Location:</b>	Rawene
<b>Job Status:</b>	0.3 FTE (part-time)
<b>No. of reports:</b>	None

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## Background

Hauora Hokianga is a recognised Māori Health provider offering a range of health and social services under the governance of Hokianga Health Enterprise Trust. It is a comprehensive and fully integrated healthcare service, providing quality services for all the residents of Hokianga in accessible locations and at no cost at the point of need.

## Business Group – CEO

The CEO has the responsibility to ensure every aspect of how the organisation performs is working efficiently, managing the day-to-day operations while leading strategic development initiatives required for long-term success.

The Academic Coordinator, Takapau Wānanga, will effectively coordinate the programme, in conjunction with the Advisory Group and the Programme Coordinator, Takapau Wānanga. The Academic Coordinator will work with the local clinical teaching and placement team to develop and enhance the programme and will support the operational organisation and administration of the Takapau Wānanga on behalf of the CEO.

Hauora Hokianga's vision describes our direction and defines the impact we are seeking. It provides the focus around which we organise ourselves and our activities, and the ways in which we work are our values.

## Background to the position

From 2023 Hauora Hokianga, in partnership with the University of Auckland, is offering the Takapau Wānanga Programme for students from all health careers, pathways and disciplines. The programme comprises three streams: Rural Health, Hauora Māori, and Interprofessional Education, and provides students with a high-quality experience of interprofessional education in a remote rural and traditional setting designed to:

- encourage students to work in a rural setting once qualified;
- enable students to effectively apply this learning to their future roles in service delivery;
- meet the requirements of the education programme students are enrolled in; and

- reduce inequalities in population health status.

## Job Purpose

The primary purpose of this role is to:

- Provide academic rural health expertise to enable Takapau Wānanga to meet its educational objectives in the areas of rural health, interprofessional education, Hauora Māori, and chronic care management
- With appropriate academic support and mentorship, develop and implement a robust evaluation of the Takapau Wānanga Programme, including future tracking of students who have been enrolled in the programme.

The Academic Coordinator is primarily responsible for the delivery of the curriculum, mentoring of students, timetabling of the programme, ensuring appropriate resources and student assessments. They will lead and implement the local development of the Takapau Wānanga Programme, meeting the educational objectives in the areas of rural health, Hauora Māori, and interprofessional education.

In addition, the Academic Coordinator will liaise with the programmes interprofessional Advisory Group and the Programme Director about all aspects of the promotion and functioning of the programme.

## Key Accountabilities

The requirements set out below provide a clear framework of the key requirements, but do not in any way limit the boundaries of activity the role is responsible for.

Other duties may be allocated by the CEO in accordance with the job purpose and objectives of this role.

<i>Responsibilities</i>	<i>Expected Outcomes</i>
Delivery and development of curriculum	<ul style="list-style-type: none"> <li>• Lead the development, organisation, and teaching of the integrated programme of clinically-based learning for students from all disciplines under the direction of the interprofessional Advisory Group, and University of Auckland's Associate Dean – Rural Health, and utilising educational expertise and resources</li> <li>• Ensure the provision of appropriate educational advice and pastoral support for students in the Takapau Wānanga Programme, and assist in the resolution of student complaints and concerns</li> <li>• Liaise closely with the interprofessional Advisory Group and the Programme Coordinator, Takapau Wānanga, about all aspects of the promotion, functioning and development of the Programme</li> <li>• Provide academic and clinical feedback on the presentations made by students near the completion of the Programme (for programme evaluations)</li> <li>• Support supervisors and placement providers in the supervision and training of students in accordance with placement requirements set out by the relevant disciplines/tertiary providers/professional associations</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist with the appropriate management of the Programme's financial arrangements</li> <li>• Monitor the delivery of curriculum under direction from the Associate Dean – Rural Health.</li> </ul>
Research	<ul style="list-style-type: none"> <li>• Assist with design, implementation, analysis, and publication/dissemination of regular evaluation of the Programme</li> <li>• Promote and undertake relevant, community-based, primary health care research, which is critical, creative and caring.</li> </ul>
Engagement	<ul style="list-style-type: none"> <li>• Develop, foster, and sustain effective relationships essential to the success of the programme with all organisations and staff in a range of academic, clinical and community locations</li> <li>• Develop effective relationships with the communities, Iwi, hapu and marae in the Hokianga region</li> <li>• Build connections between the University of Auckland, Hauora Hokianga and primary health care providers.</li> </ul>
Quality and Continuous Improvement	<ul style="list-style-type: none"> <li>• Demonstrate a good understanding of effective quality practice in the healthcare environment.</li> <li>• Actively participate in continuous quality improvement to support a high standard of delivery.</li> <li>• Implement best practice and evidence-based approaches in all aspects of work.</li> <li>• Support and provide input to a team environment in which quality, performance improvement, service and organisational objectives are a routine part of daily work practice.</li> <li>• Liaise with the quality coordinator when required concerning both internal and external audits.</li> <li>• Work in accordance with Hauora Hokianga internal policies and procedures, legislation and relevant professional and sector standards.</li> </ul>
Health and Safety - Manager	<ul style="list-style-type: none"> <li>• Demonstrate a good understanding of Health and Safety in the healthcare environment</li> <li>• Model Health and Safety focussed behaviours and engagement at all levels</li> <li>• Provide an environment in which the team work with confidence to achieve service and organisational objectives</li> <li>• Ensure active involvement at all levels in the identification and management of Health &amp; Safety</li> <li>• Respond to Health and safety issues promptly, assessing and undertaking appropriate corrective actions, and completing the in-house reporting procedures in a timely manner</li> <li>• Ensure corrective actions to work practice are communicated to the team effectively and in a timely manner</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaise with the CEO and the Health and Safety Co-ordinator.</li> </ul>
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## Key Relationships

All employees have a responsibility for managing relationships in some or all of the key sectors we interface with. In this role, key relationships are expected to be developed, as follows:

<i>Who</i>	<i>For what purpose</i>
Programme Coordinator and Advisory Group, Takapau Wānanga Programme	<ul style="list-style-type: none"> <li>• Ensure the Programme is effectively and efficiently organised, coordinated, promoted and evaluated.</li> </ul>
Hauora Hokianga Executive Group General Practitioners / Clinical staff People Leaders Other employees and internal stakeholders	<ul style="list-style-type: none"> <li>• Work collaboratively to provide integrated advice and support to students, staff, and other stakeholders</li> <li>• Approachable and reliable team player who contributes positively to the overall high performance of the organisation.</li> </ul>
Faculty of Medical & Health Science, University of Auckland	<ul style="list-style-type: none"> <li>• Ensure alignment with the aims and objectives of the discipline of General Practice and Primary Health Care</li> <li>• Promote high quality healthcare to improve health outcomes and reduce disparities</li> </ul>
Relevant clinical leaders of health and wellbeing disciplines at other institutions/organisations	<ul style="list-style-type: none"> <li>• Promote the Programme and encourage the participation of students from a wide array of health and wellbeing disciplines/pathways</li> <li>• Ensure placement requirements are met by placements provided as part of the Takapau Wānanga</li> </ul>
Participants (students) Community groups Activity providers Others providing input or engagement	<ul style="list-style-type: none"> <li>• Provide support and input to community groups and activity providers to aid good engagement, and benefit for participants</li> <li>• Manage relationships well to reduce the potential for conflict</li> <li>• Ensure there are clear objectives / benefits for participants from any external engagement / activities.</li> </ul>

## Person Specification

### Education/qualifications

- A registered health professional [currently practicing]
- Postgraduate qualification in a health discipline, ideally to master's level or above
- Significant experience of working with educational organisations (particularly within the health and tertiary education sectors) and students
- Full and current Drivers Licence

### Experience, skills and knowledge

- Recognises clients' rights to be treated as an individual and with equity
- Ability to act with sensitivity to residents right to privacy and confidentiality
- Demonstrates a sound understanding of and respect for the social, cultural, and spiritual norms of others
- Experience of practicing medical/health service provision in a rural setting
- Experience in supervision of students in the workplace
- Research experience
- An understanding of student learning styles and effective methods of education delivery in a workplace setting
- Proficiency in the use of the Microsoft office suite of products including MS Word and Excel, and experience with SharePoint, and educational learning/teaching/research platforms
- Knowledge of Tikanga and Te Reo Maori is highly desirable
- Keen interest in health and wellbeing education and primary health care research.

## Core Hauora Hokianga Competencies

Hokianga Health has established core competencies for all roles across the organisation and all employees are expected to model these behaviours and values which enable us to work at our best.

<i>Competency Descriptor</i>	<i>Expected Behaviour</i>
<p><b>Customer Focus:</b> Provides excellent service to meet internal resident and external client needs. Understands the needs of the resident/client and looks for ways to provide added value.</p>	<ul style="list-style-type: none"> <li>• Recognises the importance of valuing customers and provides excellent service to meet internal resident, external client and stakeholder needs</li> <li>• Listens and proactively seeks to understand the expectations and needs of the resident/client</li> <li>• Ability to deliver effectively under pressure, expressing sound clinical judgment and maintaining excellent customer service at all times</li> <li>• Looks for ways to provide added value</li> <li>• Proactively seeks resident, client and stakeholder feedback</li> <li>• Fosters good relationships with residents, clients and stakeholders through consultation and partnership</li> </ul>

<p><b>Communication:</b> Demonstrates an understanding of the views of others and communicates in a genuine and practical manner using appropriate language.</p> <p>Actively listens to views and concerns of others. Adapts communication approach to fit situation. Conveys and receives information effectively and builds positive working relationships.</p>	<ul style="list-style-type: none"> <li>• Excellent communication skills, written and oral, with the ability to communicate clearly, concisely and in plain language</li> <li>• Communicates in a professional manner with key stakeholders at all levels</li> <li>• Actively listens and observes non-verbal cues to inform communication approach</li> <li>• Positive attitude, a pleasant disposition, be innovative and creative</li> <li>• Self-aware and approachable</li> <li>• Represent the team to the wider community</li> </ul>
<p><b>Collaboration:</b> Willingness and ability to work in a cooperative and helpful manner with others (as opposed to independently). Focuses on team goals as well as your own and to actively assist team members to achieve common goals. Shares collective responsibility for all aspects of the team's objectives.</p>	<ul style="list-style-type: none"> <li>• Excellent influencing and persuading skills</li> <li>• Treats others with respect and dignity</li> <li>• Able to work effectively and independently as part of a multi-disciplinary team</li> <li>• Supports others in the team and has consideration for their needs and skills</li> <li>• Identifies and promotes opportunities for collaboration and works with others regardless of functional boundaries</li> </ul>
<p><b>Continuous Improvement:</b> Sets and meets challenging goals, creating own measures and consistently seek ways of improving performance. Aware of own shortcomings and opportunities for improvement and takes charge of personal development.</p>	<ul style="list-style-type: none"> <li>• Makes suggestions for improvements to current ways of working</li> <li>• Routinely works to improve efficiency, the quality of clinical practice, and service delivery</li> <li>• Keeps own skills up-to-date and continues to update and develop a depth and breadth of knowledge</li> </ul>
<p><b>Innovation:</b> Identifies novel approaches for completing work more effectively or efficiently and works within the established system to push for a smarter, better way.</p>	<ul style="list-style-type: none"> <li>• Works to develop new approaches when problem-solving; seeks ideas, input and suggestions from others as appropriate</li> <li>• Suggests new ways to improve the quality of products or services – continuous improvement</li> <li>• Identifies new ideas, solutions, or directions in dealing with daily situation</li> </ul>
<p><b>Action Orientation:</b> Performs work with energy and drive; values planning, but is able to take quick, decisive action when an opportunity presents itself.</p>	<ul style="list-style-type: none"> <li>• Well-developed problem-solving skills, with the ability to develop pragmatic solutions with successful outcomes</li> <li>• Sets realistic targets and achieves results, overcomes obstacles, accepts responsibility</li> <li>• Establishes and applies appropriate standards, and sets clear responsibilities</li> <li>• Informs and supports a results-oriented environment, and follows through on actions</li> </ul>

<p><b>Planning and Organising:</b> Organises own time effectively, creates own work plan/s and timelines. Prioritises and prepares in advance to ensure realistic timeframes. Visualises the sequence of actions needed to achieve a specific goal, how to estimate the resources required and identify potential risks and mitigations.</p>	<ul style="list-style-type: none"> <li>• Excellent organisational skills, prioritising and managing time in a fast paced / busy environment</li> <li>• Provides work on time and to required standard</li> <li>• Plans a wide range of simple tasks or a small number of complex ones</li> <li>• Workload delivered within deadlines and to agreed standards</li> <li>• Supports clearly structured orientation to new staff to engage well, enable good integration to the team, and enable effective, confident work practices</li> </ul>
<p><b>Agility and Flexibility:</b> Adapts and works effectively in different situations and able to carry out a range of tasks, remaining calm and level headed under pressure. Remains positive and puts challenges in perspective.</p>	<ul style="list-style-type: none"> <li>• Reliable and flexible in response to work priorities, issues and pressures</li> <li>• Agile and adaptable, with a positive outlook</li> <li>• Receptive and contributes to new ideas and approaches and adapts accordingly</li> <li>• Handles conflicting priorities and deals with the unexpected.</li> </ul>

## Changes to Job Description

From time to time it may be necessary to consider changes in the job description in response to the changing needs of the organisation and nature of our work environment– including changes to our annual plan. Such change may be initiated as necessary by the manager / people leader of this job and any changes will be discussed with the Job holder before being made.

This Job Description may be reviewed as part of the preparation for performance planning for the annual performance review.

## Performance and Appraisal Measures

Undertakes an initial formal appraisal at three months and, if satisfactory, thereafter, annually.

### Agreed:

	<i>Employee</i>	<i>Manager/People Leader</i>
Signature		
Date		