



Te Hiringa Hauora/Health Promotion Agency

Position Description

Title	General Manager Operations
Group	Ngā Kaihautū/Executive Management Team
Reports to	Tumu Whakarae/Chief Executive
Date	February 2021

Overview

Ko te waka hauora
E whakatere ki tawhiti
Ki a ngā whetū e arorangi

*May we on this waka
Navigate to the morning dawn
Guided by our celestial ancestors*

Te Hiringa Hauora is a Crown entity with a mission of the unrelenting pursuit of wellbeing.

Te Hiringa Hauora is committed to establishing behaviours within our organisation that see Te Tiriti o Waitangi embedded and Māori aspirations enacted internally and evidenced in all of the work we undertake externally in the pursuit of our mission - Te Hiringa Hauora.

Purpose of Te Hiringa Hauora

Our purpose	<p>Our role is to lead and support health promotion initiatives to:</p> <ul style="list-style-type: none">• promote health and wellbeing and encourage healthy lifestyles• prevent disease, illness and injury• enable environments that support health, wellbeing and healthy lifestyles• reduce personal, social and economic harm. <p>We also have a specific advice and research role about alcohol related harm.</p>
Our mission	Te Hiringa Hauora – The unrelenting pursuit of wellbeing.
Our vision	<p>We place children, young people and communities at the core of what we do. For the future to be different, children and young people need to thrive. Communities need to be supported to meet their needs and goals.</p> <p>We bring to this kaupapa our knowledge, resources and influence so:</p> <ul style="list-style-type: none">• people can take action, be effective, and influence their own life• communities meet their needs and goals environments and systems are enablers not barriers.

Purpose of the role

The General Manager Operations is responsible for overseeing the successful delivery of Te Hiringa Hauora/Health Promotion Agency programmes.

Key responsibility as a member of Ngā Kaihautū/Executive Management Team is to contribute to the management of the organisational performance at Te Hiringa Hauora.

Dimensions

Location	Wellington
Direct reports	Four
Indirect Reports	Approximately 21
Leadership	Member of Ngā Kaihautū/Executive Management Team

Accountabilities

- Lead and manage the Operations Group.
- Build a cohesive team and create conditions so that staff can perform at their best.
- Oversee and support the Operations Group business planning processes and implementation of programmes and projects, and ensure budget and reporting requirements are met to required standards.
- As a member of the senior team, contribute to shaping the culture of Te Hiringa Hauora - including driving the vision and expected behaviours of the organisation.
- Ensure the development of issue and knowledge capability across all programmes of work within the operations area.
- Build and maintain stakeholder and sector relationships in the context of the programme and project management function.
- As a member of the senior team, support the Tumu Whakarae in meeting all requirements of the Board.

Ngā Kaihautū

- Contribute to the management of the organisational performance of Te Hiringa Hauora through thought leadership and technical excellence.
- Promote appropriate awareness of the purpose, vision and message to stakeholders of Te Hiringa Hauora.
- Contribute to and execute strategic priorities of Te Hiringa Hauora.
- Proactively support the Tumu Whakarae in meeting all requirements of the Board.

Leadership

- Regularly demonstrate a positive, open and collaborative manner when contributing to your team, group and Te Hiringa Hauora ways of operating.
- Demonstrated ability to influence decisions from a non-hierarchical position.
- Support Te Hiringa Hauora culture and values by demonstrating them in all dealings with stakeholders and other staff members.
- Share expertise and knowledge within your team, across wider group and Te Hiringa Hauora.
- Ensure the delivery of projects to agreed deadlines and meet reporting requirements against key accountabilities.

- Take responsibility for building and maintaining strong relationships with internal teams.
- Develop projects in partnership with internal and external stakeholders including key Māori, Pacific and youth stakeholders as required.
- Deliver against Māori and Pasifika approaches - Te Hiringa Hauora and the Pasifika Approach.

Management

- Manage the day-to-day work programme ensuring staff have the resources, direction and support needed.
- Develop and provide feedback to staff promoting on-the-job training and professional development.
- Provide regular formal and informal reviews as part of the annual performance plan.

Ensure staff comply with all internal policies and procedures and with any relevant external legislative requirements.

Te Tiriti o Waitangi

- Commit to understanding, recognising and acting upon the articles of Te Tiriti o Waitangi;
 - Kāwanatanga
 - Rangatiratanga
 - Ōritetanga
- Contribute to the improvement of Māori wellbeing.

The position description may be varied from time to time, to reflect that roles may evolve over time and/or to reflect the changing requirements of Te Hiringa Hauora. Your input will be sought prior to making any changes to your position description.

Essential skills and experience

- Experience in delivering programmes and projects.
- An excellent understanding and commitment to Te Tiriti o Waitangi and its practical application.
- Experience in either the core government sector, health sector or other social service organisation.
- Excellent interpersonal skills with the ability to foster good stakeholder relationships through consultation and partnership.

- Experience in programme development, design, implementation and managing a range of programmes and projects.
 - Experience in team management, staff development and coaching.
 - Knowledge and skills in working with Māori and/or Pacific people.
 - A relevant tertiary qualification, preferably in business and/or health related areas.
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For more information see www.hpa.org.nz