



Te Hiringa Hauora/Health Promotion Agency

Position Description

Title	Project Manager
Group	Operations
Reports to	Manager Mental Wellbeing
Date	October 2020

Overview

Ko te waka hauora
E whakatare 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 and embedding 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.
Our values	<p>We live by our values. They are:</p> <ul style="list-style-type: none"> • Agile. • Approachable. • Inspiring. • Trusted. <p>The values are a foundation for us. They form the basis of our culture, our operating style, our priorities, and the performance standards we set for our people.</p>

About the role

The purpose of the role is to project manage the development of new eMental Health and Addictions digital tools alongside the redevelopment of our existing digital platforms – www.depression.org.nz and www.thelowdown.co.nz The role includes developing and implementing projects and managing relationships with government, non-government, iwi, digital and community organisations and coordination of steering and advisory groups to effectively deliver Te Hiringa Hauora mental wellbeing digital projects. The role will incorporate kaupapa

Māori principles into the work with an equitable focus on delivering digital wellbeing products for Māori and Pasifika.

Dimensions

Location Wellington

Accountabilities

- Provide a project management function which leads a coordinated approach to developing and delivering digital wellbeing solutions.
- Support the development of strategies relating to digital wellbeing projects ensuring that key issues, opportunities and risks are identified and solutions implemented.
- Manage stakeholder relationships and build effective networks in the relevant sectors, including government agencies, non-government bodies, and other sectors with an interest in health promotion and wellbeing.
- Engage with national, community and Māori and Pasifika organisations to ensure that our digital tools and resources are relevant for them.
- Manage delivery of projects, develop procurement approaches and manage external contracts to agreed timeframes and budgets.
- Support the Managers (Mental Wellbeing and Digital) to provide leadership within Te Hiringa Hauora and the wider mental health and digital sectors in order to build both ours and the sector's competence in these areas.
- Provide assistance in response to other tasks that may arise as directed by the Manager Mental Wellbeing and/or Digital Manager.

Leadership

- Regularly demonstrate a positive, open and collaborative manner when contributing to your team, Group and Te Hiringa Hauora values and activities.
- Ability to develop strong internal and external relationship building skills in a complex, matrix style organisation.
- Support the culture and values of Te Hiringa Hauora by demonstrating them in all dealings with stakeholders and other staff members.

- Ensure the delivery of projects to agreed deadlines and meet reporting requirements against key accountabilities.

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 Hīringa Hauora. Your input will be sought prior to making any changes to your position description.

Qualifications and Experience

- Relevant tertiary degree and/or a minimum of five years experience in digital project management.
- Proven relationship management, influencing and negotiation skills.
- Extensive experience in delivering multiple projects simultaneously, with a track record of keeping stakeholders informed, budget requirements met and delivery on time.
- Previous work with Māori groups and understanding of Tikanga Māori is highly desirable.
- Project Management experience with digital tools supporting mental wellbeing, mental distress and addictions is highly desirable.

For more information see www.hpa.org.nz