

**POSITION DESCRIPTION**

**POSITION:** Project Manager – Model of Care - Nelson Hospital Redevelopment

**RESPONSIBLE TO:** Project Director – Clinical and Workforce – Nelson Hospital Redevelopment

**Health New Zealand | Te Whatu Ora Nelson Marlborough**

**Our vision | Tō tātou manako:** All people live well, get well, stay well. *Kaiao te tini, ka ora te mano, ka noho ora te nuinga.*

**Our mission | Tō tātou kaupapa:** Working with the people of our community to promote, encourage and enable their health, wellbeing and independence. *Kei te mahitahi tātou hei whakapiki te oranga me te motuhaketanga o to tatou hapori.*

**Our Values – Ō tātou whanonga pono**

**Respect | Manaakitanga:** We care about, and will be responsive to, the needs of our diverse people, communities and staff. *Kia horahia te manaakitanga ki ngā iwi katoa me ngā hāpori, kaimahi hoki.*

**Innovation | Auaha:** We will provide an environment where people can challenge current processes and generate new ways of working and learning. *Kia auaha me whakahoutia i ngā pūkenga ākonga, me ngā mahi ki tēnei hāpori.*

**Teamwork | Whakarāmemene:** We create an environment where teams flourish and connect across the organisation for the best possible outcome. *Kia whakarāmemene i ngā kaupuni hauora katoa.*

**Integrity | Ngākau tapatahi:** We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times. *Kia taea i te ngakau tapatahi i runga i te tika me te pono i ngā mahi katoa.*

**PURPOSE OF THE POSITION**

The Project Manager will be a key member of the Whakatupuranga Hospital and Specialist Services (HSS) project team.

This role is responsible for driving the identification, planning and programming and implementation of changes to models of care, with a specific focus on optimising hospital flow. This role works collaboratively within clinical and operational teams to enhance hospital efficiency, streamline patient pathways, improve discharge planning and minimise roadblocks across the patient journey within the hospital setting.

The ideal candidate will be a highly skilled and experienced project manager with a proven track record in managing complex healthcare projects. Strong communication and interpersonal skills are essential for building relationships with diverse stakeholders, including clinical staff, administrative teams, and construction contractors.

Key responsibilities will include:

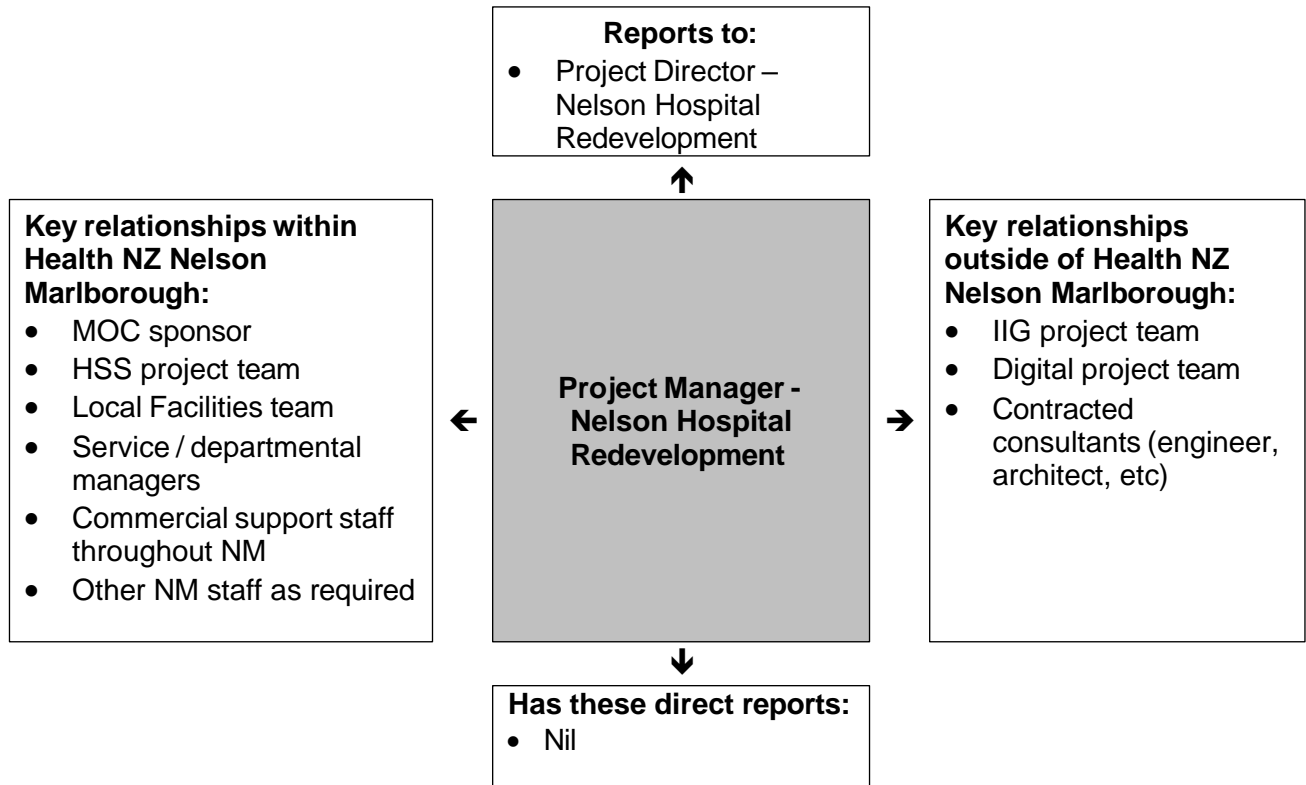
- Developing an understanding of initiatives that will make positive impact on Hospital flow
- Working with the project team and clinical executive sponsor to plan and implement new ways of working in relation to Hospital flow including but not exclusive to patient pathways across the hospital setting, admission to discharge processes.
- Pivoting off current hospital processes with the view to drive improvements in acute patient flow, discharge and transit care provisions.

## **SERVICE RESPONSIBILITIES**

<b>RESPONSIBILITIES</b>	<b>EXPECTED OUTCOMES</b>
<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Up to date project plan / schedule that accurately represents the tasks, resources, interdependencies and time required for project delivery</li> <li>• Sound project methodology and processes are followed</li> <li>• Coordinate all parties involved in the planning and demolition process</li> <li>• Risks and issues are managed appropriately and escalated as needed.</li> <li>• Project status reports are accurate, complete and timely</li> <li>• Change control for projects are in place and managed to ensure that any time, scope or quality changes are escalated and resolved appropriately</li> <li>• Project team structure and governance arrangements are supported and adhered to.</li> </ul>
<b>Communication and Stakeholder Management</b>	<ul style="list-style-type: none"> <li>• Develop strong working relationships with staff and stakeholders with an ability to understand and capture their key needs.</li> <li>• Gain staff and stakeholder input into development and implementation of project plans</li> <li>• Provide advocacy for staff and stakeholders within the context of supporting project requirements, national standardisation approaches and policy.</li> <li>• Develop strong consultation and engagement programmes alongside the PD with internal and external stakeholders.</li> <li>• Contribute to the development and implementation of communication plans</li> <li>• Ensure accurate and timely reporting of information as required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop and maintain professional relationships with NM staff and senior management, IIG, Digital, contractors / consultants.</li> <li>• Develop and maintain professional relationships networking with internal and external contractors to maintain the smooth and efficient delivery of project works.</li> <li>• Assist in organising, controlling, and providing project leadership and accountability.</li> <li>•</li> </ul>
<b>Relationship Management (Team fit)</b>	<ul style="list-style-type: none"> <li>• Model good team player behaviour and actively collaborate with team members to ensure the team works toward unified goals.</li> <li>• Fosters strong collaborative relationships with colleagues in IIG, Digital, and HSS, leading to efficient and effective project delivery.</li> <li>• Develop and maintain effective internal relationships.</li> <li>• Proactive identification and resolution of potential issues that may impact clinical delivery, in collaboration with clinical leads and other key stakeholders.</li> <li>• Effective collaboration with the IIG Project Manager to ensure alignment between infrastructure requirements and project timelines, minimising potential delays and disruptions to the overall project.</li> <li>• Building and maintaining strong relationships with regulatory bodies and compliance officers to ensure adherence to all relevant standards and regulations.</li> <li>• Positively represent the project and NM, fostering its interests by participating in discussions with individuals, sector forums, community groups and business organisations on relevant matters as required.</li> </ul>
<b>Corporate Responsibilities</b>	<ul style="list-style-type: none"> <li>• Build commitment to Health NZ and Nelson Marlborough's vision, values and services</li> <li>• Willingly undertake other duties required within the context of the position</li> <li>• Comply with all legislative requirements</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Participates in annual performance review process including review of performance goals and identification of areas for professional development</li> </ul>
<b>Quality Improvement</b>	<ul style="list-style-type: none"> <li>• Participates in quality improvement processes in your area of work</li> <li>• A quality, customer-focused service is provided at all times, which follows good practice</li> </ul>
<b>Health, Safety &amp; Wellbeing</b>	<ul style="list-style-type: none"> <li>• Ensure compliance of all HS&amp;W legislation, policies &amp; procedures</li> <li>• Ensure accurate reporting, recording &amp; investigation of all workplace incidents in a timely manner</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Other duties as negotiated with your manager</li> <li>• Meet obligations contained in Appendix 1 &amp; 2</li> </ul>

## KEY RELATIONSHIPS



## PERSON SPECIFICATION

### **QUALIFICATIONS**

- Clinical background with experience working in a hospital setting.
- A recognized project management certification like PMP (Project Management Professional) or PRINCE2

### **EXPERIENCE**

A track record of successfully:

- managing complex projects, preferably in a healthcare setting.
- Prioritising tasks, managing multiple deadlines, and adapting to changing circumstances.
- Utilising effective communication skills, both written and verbal, to interact with diverse stakeholders, including clinical staff, administrative staff, managers and wider project team members.
- Identifying and resolving issues promptly and making informed decisions under pressure.
- Identifying, assessing and mitigating project risks.
- Incorporating the principles of the Te Tiriti o Waitangi and in delivering services effectively for Maori

### **PERSONAL ATTRIBUTES and SKILLS**

- Strong ability to communicate and work effectively with people at all levels.
- High level of motivation and initiative with the ability to work independently as well as a team.
- Establishes and maintains effective working relationships
- Evaluates situations and identifies existing problems or opportunities as well as actively seeking solutions to problems before being asked or directed
- A positive 'can do' attitude.
- Self-directed and ability in meeting deadlines and managing competing priorities
- Uses diplomacy and tact
- The ability to build strong relationships with stakeholders at all levels, foster teamwork, and resolve conflicts.
- The capacity to adapt to changing circumstances and unexpected challenges.

Health NZ Nelson Marlborough is committed to supporting the principles of Equal Employment Opportunities through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

Health NZ Nelson Marlborough is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

The role description will be reviewed regularly in order for it to continue to reflect the changing needs of the organisation. Any changes will be discussed with the position holder before being made. Annual objectives and performance measures will be set each year during the annual performance planning and development meeting.

## **APPENDIX 1**

### **General Responsibilities of an Employee of Health NZ | Te Whatu Ora Nelson Marlborough**

#### **1. Professional Responsibilities**

As an employee of Health NZ Nelson Marlborough, you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other Health NZ Nelson Marlborough departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

#### **2. Health, Safety and Wellbeing**

- Compliance with all health and safety legislative requirements.
- Compliance with the ACC Partnership Programme requirements.
- Compliance with all organisation-wide health and safety policies and procedures.
- Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan.
- Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way.
- Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early.
- Knowledge of identified hazards is kept up to date.
- Reportable event form is completed (via *Safety First*) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.

#### **3. Right to Raise Concerns**

- All employees of Health NZ Nelson Marlborough are expected and encouraged to immediately ask questions and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

#### **4. Child Wellbeing and Protection**

- Health NZ Nelson Marlborough is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:
- Contribute to and support the organisation's strong commitment to a child centred approach to protect children across the region.
- Act at all times in the best interest of the children and young people, putting their interests first.
- Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

## **5. Legislation, Regulations and Board Policies**

You are required to be familiar with and adhere to the provisions of:

- All relevant acts and regulations
- All Board, hospital and department policies
- All relevant procedure manuals
- The “Employee Obligations” within Health NZ Nelson Marlborough’s Disciplinary Policy.

## **6. Confidentiality**

You are required to:

- Adhere to the Privacy Act 1993, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Maintain strict confidentiality of patient, applicant and employee information at all times.

## **7. Risk Management**

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

## **8. Security**

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

## **9. Treaty of Waitangi**

Health NZ Nelson Marlborough is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection.

## **10. Smokefree**

Health NZ Nelson Marlborough is a Smokefree Organisation. This applies to all staff and contractors working within Health NZ Nelson Marlborough buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to Health NZ Nelson Marlborough staff employed on Board business in the community.

## APPENDIX 2

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

Condition	Information to include in Position Description
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Health NZ Nelson Marlborough
TB Latent	Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to work in clinical areas <sup>1</sup> New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none"> <li>• a chronic skin condition</li> <li>• been working in an overseas healthcare facility in the last year</li> <li>• been MRSA-positive in the last year</li> </ul>
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures <sup>2</sup>

<sup>1</sup>Clinical areas include inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

<sup>2</sup>Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery.