

Joint Position Description

Agreement Type:	Individual Employment Agreement or Contractor (pick one)
Position Title:	Chair – Southern Alliance
Scope:	Agreed Alliance Work Program
Location:	Southern District
Reports to:	Chairs & CE's Southern District Health Board & WellSouth Primary Health Network
Date:	December 2019

PURPOSE OF ROLE

Alliance South is the agreed vehicle to provide leadership and oversight of activity to progress the Integration agenda across the Southern health system.

This activity is operationalised by Service Level Alliance Teams who are established and supported by Alliance South for the purposes of undertaking specific pieces of Integration activity across the sector, in line with the Primary and Community Strategy, which will form the overarching set of guidance for the Alliance.

The Chairperson will provide leadership and guidance to the Southern Alliance, and as such will promote a culture amongst members of the Alliance on the basis of "best for patient, best for system".

Guiding Principles of Alliance South:

- We will guide our communities through processes to implement the Strategy and Action Plan.
- The principles of Te Tiriti o Waitangi will guide the way in which parties to the Alliance Agreement and members of the Alliance Leadership Team (ALT) tend to matters Maori. These principles will be applied to other cultures within the Southern District.
- We will seek best care and outcomes for the patient; right care, right place, right provider; and also see to involve our communities and patients in our planning and decision making processes.
- We will adopt a whanau/family-centred approach when making decisions to improve the health outcomes of our population and work to ensure that our decisions have a positive impact on addressing inequalities in the health of Maori, Pacific people and those living deprivation or disabilities.
- We will support clinical leadership and enable health professionals to drive system design and development.
- We will seek to be clinically and financially sustainable.
- We will ensure the resource, workforce and money follows the patient.
- We will take a 'whole of systems' integrated approach.

- We will seek to reduce the barriers of access to the system.
- We will undertake development within existing funding streams.
- We will use best practice from NZ and internationally to guide our development.
- We will promote an environment of safety, quality, performance and accountability and low bureaucracy.

Responsibilities of the Chair, in partnership with the Chief Executives of Southern DHB and WellSouth PHN, are as follows:

- To ensure the Alliance delivers on the expectations of the parties to the Alliance Agreement.
- To ensure the Alliance delivers a robust work program encourages transformation change utilising such means as Service Level Alliances (SLATs) and Health Pathways.
- To promote an environment of safety, quality, performance and accountability and low bureaucracy.
- To determine the nature and content of the agenda for each meeting.
- To ensure that the purpose of each meeting is clear to members and explains the agenda at the beginning of each meeting.
- To clarify and summarise agreed outcomes, actions and activities throughout each meeting.
- To ensure that the meetings are effectively run through appropriate time allocation to agenda items and encouraging positive discussion that contributes to Alliance South's outcomes.
- To encourage broad participation from members in discussion by calling on subject matter experts as required.
- To end each meeting with a summary of decisions, agreed actions and assignments (Action List).
- To follow up with consistently absent members to determine if they wish to maintain membership.
- To recommend replacements for members who discontinue participation using a process agreed by the CEs of WellSouth and the SDHB

Competencies

The following competencies apply to this position. The successful Chair will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
Patient Focused	Is dedicated to meeting the expectations and requirements of patients; gets first-hand patient information and uses it for improvements in products and services; acts with patients in mind; establishes and maintains effective relationships with patients and gains their trust and respect
Integrity and Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Drive for Results	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.
Rose Specific Competencies	
Decision Quality	Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgement; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
Listening	Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.

Organisational Agility	Knowledgeable about how organisations work; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices, and procedures; understands the cultures of organisations.
Informing	Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organisation; provides individuals information so that they can make accurate decisions; is timely with information.
Problem Solving	Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
Business Acumen	Knows how businesses work; knowledgeable in current and possible future policies, practices, trends, technology; and information affecting his/her business and organisation; knows the competition; is aware of how strategies and tactics work in the marketplace.
Relationship Skills	Adept at building strong and trusted relationships across all key stakeholders with the purpose of being able to influence change and motivate people across the Southern Health System to take responsibility for enhancing innovative services for Māori targeted at improving Māori Health Status

KEY RELATIONSHIPS	
Within Southern Health System	External to Southern Health System
<ul style="list-style-type: none"> Chief Executive Officer SDHB & WellSouth 	<ul style="list-style-type: none"> Ministry of Health
<ul style="list-style-type: none"> Chair of SDHB & WellSouth 	<ul style="list-style-type: none"> Ngāi Tahu
<ul style="list-style-type: none"> Executive Director of Strategy, Planning and Community 	<ul style="list-style-type: none"> Other South Island DHBs / PHOs
<ul style="list-style-type: none"> Iwi Governance Committee 	<ul style="list-style-type: none"> Iwi Governance Committee
<ul style="list-style-type: none"> General Managers & Clinical Leaders 	
<ul style="list-style-type: none"> Māori Health Staff 	
<ul style="list-style-type: none"> Relevant Staff of PHO & DHB 	

PERSON SPECIFICATION

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

	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> Governance training and experience Previous group leadership 	<ul style="list-style-type: none"> Previous Chair roles Experience and knowledge of the Health and Disability sectors at a senior management level. Experience in managing interfaces with government agencies. Knowledge of Primary and Secondary care
Knowledge and Skills	<ul style="list-style-type: none"> Ability to lead meetings to ensure diverse views are heard and understood and consensus decision making is optimised 	<ul style="list-style-type: none"> Knowledge and understanding of current health sector requirements and unplanned changes. Solid understanding of the structures and interrelationships in the health sector as relating to Alliances

	<ul style="list-style-type: none"> • Competent in Tikanga kawa ā-iwi and Mana whenua. •
Personal Qualities	<ul style="list-style-type: none"> • Can build relationships • Can chair a meeting • Demonstrated leadership ability. • Demonstrable commitment to achievement of improved Māori Health outcomes. • Performance driven and outcome focused, with the ability to recognise the critical and key success factors and act on them. • Well-developed interpersonal skills with the ability to develop effective relationships both internally and externally. • Accept responsibility and accountability for the attainment of performance goals. • Ability to think strategically while managing functional responsibilities on a daily basis. • Excellent communication skills, with the ability to project a credible and dependable image. • Ability to demonstrate the key principles of the Treaty of Waitangi. • Ability to develop rapport with others and to work effectively with multi-disciplinary teams. • Ability to build a longer term vision, deliver to it and to inspire others to follow it. • Actions and behaviour aligned with our direction of the Alliance.

KEY RESULT AREAS:

Key Accountabilities:	Examples of successful delivery of duties and responsibilities:
<ul style="list-style-type: none"> • Effectively and professionally chairs the monthly Alliance South meetings, including setting of agendas in consultation with CEOs and Executive Director Strategy Primary & Community, approval of draft minutes and management of associated business. 	<ul style="list-style-type: none"> • Set annual meeting schedule • Provide agenda one week prior to meeting • Monitor attendance • Record and manage conflicts of interest • Set action list at the end of each meeting • Will ensure the Alliance actively supports and demonstrates clinical leadership
<ul style="list-style-type: none"> • Champions the Primary and Community Care Strategy, monitoring to ensure key milestones in the Action Plan are met. 	<ul style="list-style-type: none"> • Promotes the Strategy • Monitors actions plans and deliverables to ensure timeframes are met
<ul style="list-style-type: none"> • Liaise with Board Chair's and CEO's of WellSouth and SDHB to ensure timely and effective management of Alliance South business. 	<ul style="list-style-type: none"> • Meeting bimonthly with the Chairs and CEOs to ensure the Alliance is meeting the expectations of both organisations • Obtain reports or operational implementation of the Strategy and Action Plan • Know the details of the strategic plans of Alliance partners
<ul style="list-style-type: none"> • Ensure the Alliance works effectively with good collaboration between ALT members, encouraging and supporting the development of partnership working between locality networks and work streams of the alliance 	<ul style="list-style-type: none"> • Draws of the collective and individual experiences of the ALT members to progress implementation of the Primary and Community Strategy • Monitors Locality Networks progress and that of other work streams

<ul style="list-style-type: none"> Ensures that organisations responsible for delivering activity against for the Primary and Community Strategy budget for the actions 	<ul style="list-style-type: none"> Resources are secured
Other Duties	
<ul style="list-style-type: none"> Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience. 	<ul style="list-style-type: none"> You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.
Professional Development – self	
Identifying areas for personal and professional development.	<ul style="list-style-type: none"> Performance objectives reviewed annually and agreed with ALT team members You actively seek feedback and accept constructive criticism.
Health, Safety and Wellbeing	
Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB's & WellSouth's Health, Safety and Wellbeing policies, procedures and systems.	<ul style="list-style-type: none"> You understand and consistently meet your obligations under various organisations Health and Safety policy/procedures. You actively encourage and challenge your peers to work in a safe manner. Effort is made to strive for best practice in Health and Safety at all times.
Treaty of Waitangi	
Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.	<ul style="list-style-type: none"> <i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other. <i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education. <i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.

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:

..... Employee Date
..... Manager Date
..... Manager Date