

Project lead

Position description

About Te Pou

Te Pou is a national centre for information and workforce development for mental health, addiction and disability.

We support organisations to implement policy and plan and develop their workforce with practical resources, training and education. We use evidence to help build better services to improve people's lives.

Te Pou is part of the Wise Group, a family of peak performing charitable entities working in areas from frontline service to software development.

Te Pou recognises the importance of whānau, hapū and iwi within Aotearoa. Our goal is to establish high trust collaborative relationships with Māori and to align our services to consider and reflect Māori aspirations and equity within our work.

Our work is internationally recognised. We focus on supporting and growing workforce capability and capacity. With NZQA certification via Blueprint for Learning, we're also focused on providing quality evidence-based education and training to the wider community.

Position purpose

As project lead you will lead several initiatives to support the development of the NGO mental health and addiction workforce. This will include specific projects for the support workforce as well as contributing your expertise working in NGOs across a range of Te Pou and Blueprint for Learning programmes and projects.

Position focus

Your role will utilise your project management skills and expertise to oversee a number of projects, lead engagement with key stakeholders, work with external contractors, coordinate the development of resources and organise and host face to face and virtual events.

Project management

- Provide leadership and project management for the workforce development initiatives for the mental health and addiction support workforce which includes resource development,



- learning and development initiatives, and hosting of events
- Work in partnership with the programme coordinator to ensure the successful delivery of events and other activities
- Work with contractors to progress project activities to ensure deliverables are met and reflect the needs of the programme
- Utilise your knowledge and sector relationships to ensure that projects reflect the needs of services and the workforce.

Development of resources

- Ensure that resources available to both organisations and the workforce are developed in a way which are relevant, evidence based, people centred and appropriate for the audience which builds their values, attitudes knowledge and skills
- Ensure there is a process of continuous quality improvement that ensures resources are up to date and reflect the needs of the programme
- Resources reflect Māori models of health and will contribute to promoting practice that is culturally responsive in a range of community settings
- Utilise innovative design in creating resources that will be relevant and easy to use for people working in NGO services and in mental health and addiction support work roles in other organisations
- Resources and materials are communicated in a way that is easy and quick for people to understand the relevance
- Utilise the Te Pou Ngā Pou Tāhuhu framework to plan and deliver project work
- Ensure the programme collects the required data and information for quality improvement, reporting and evaluation
- Work with Te Pou and Blueprint for Learning staff to ensure the programme supports an evidence-based approach to workforce development and use of adult learning principles.

Working collaboratively

- Work in partnership with people who are in need of mental health and addiction support or services so that our work is centered on responding to these needs
- Utilises tikanga Māori to effectively engage and maintain relationships with stakeholders when appropriate
- Works directly with organisations to help facilitate the utilisation of our training and resources.
- Works with their colleagues in the other teams in Te Pou and Blueprint for Learning so that:
 - Data, information, research and best practice informs all initiatives
 - Training is designed and delivered on adult learning principles
 - Resources, tools, learning and development are co-produced with lived experience expertise and support practice and system change
 - Initiatives reflect diversity and build culturally responsive practice
 - *Let's get real* is utilised to inform all training and workforce development initiatives.

Develop and maintain relationships with key stakeholders

- Engage with relevant organisations across community, primary care and DHBs to ensure the successful delivery of workforce development initiatives
- Support key stakeholder relationships across NGO mental health and addiction networks, primary care, education and relevant health providers to promote building the knowledge, skills, values and attitudes to respond to people with mental health and addiction needs
- Use tikanga Māori to effectively engage and maintain relationships with stakeholders when appropriate
- Works with organisations to help facilitate the utilisation of our training and resources
- Keep up to date with the current issues, challenges and solutions required for meeting the needs of people and whānau with mental health and addiction needs, particularly for support workers in mental health and addiction roles
- Actively promote the use of evidence-based approaches to workforce planning and development.

Risk management and quality assurance

- Ensure that reports, publications and resources are of high quality and accessible for the intended audience
- Identify relevant risks and create appropriate risk mitigation strategies to manage delivery risk to acceptable levels
- Utilise (or use) research and evaluation data to inform quality improvement initiatives for projects, events and resource development.

Reporting

- Contribute to required reporting as necessary
- Ensure reporting is of excellent quality, accurate and timely.

Attributes

You are enthusiastic about the opportunity to influence groups and stakeholders to use evidence-based approaches in their work. You are someone who can engage easily with different groups and can easily maintain relationships with our stakeholders.

You will also demonstrate the following attributes:

Inspirational: Inspiring others to be their best

Brave: The courage to meet challenges in pursuit of a better world

Adaptive: Ability to change to suit different conditions

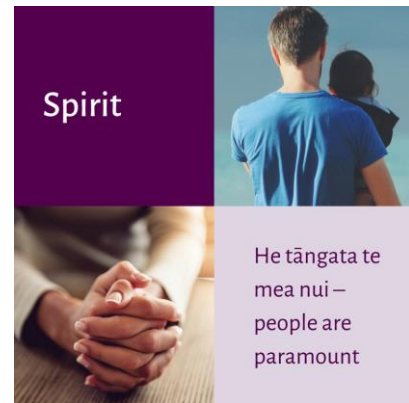
Connectors: Connecting people and ideas for creative outcomes

Futured: Foresightful, forward looking and prescient

Ethical: Ethics before ego

Aroha: Love, caring, compassion and empathy for others

Whānau: Nurturing a family-like culture



Requirements

Essential to the role

- Experience of working in NGO services preferably mental health and addiction services where you have had leadership experience developing and driving new initiatives
- Relevant tertiary qualification in health field
- Experience in project management skills in the health sector, preferably mental health, addiction
- Experience in managing and implementing projects with proven time management and prioritisation skills
- Excellent communication skills, both verbal and written
- Ability to carry out presentations confidently and effectively to external audiences
- Influencing skills – is able to gain the support and commitment of others
- Ability to review research, data and evidence to inform quality improvement and programme development
- Proven experience working collaboratively to facilitate learning to equip people with the knowledge and skills relevant to their role
- Knowledge of and demonstrable commitment to the principles of the Te Tiriti o Waitangi
- Strong familiarity with tikanga Māori
- Understanding of cultural diversity principles and commitment to achieving equity
- Ability to manage ambiguity – can decide and act without the total picture
- Ability to balance stakeholders -understands internal and external stakeholder requirements, expectations and needs

- Ability to work as part of a team to achieve shared goals.
- Practice reflects the Enhanced and Leadership levels of *Let's get real* across the seven Real Skills
- A passion for working with the sector to improve and advocate for people's wellbeing.
- Able to travel if required.

Preferred

- Understanding of adult learning principles
- Experience working in or using services within the mental health, addiction and or disability services
- An understanding of workforce development and implementing change in a strategic/national environment.