

# Programme 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.

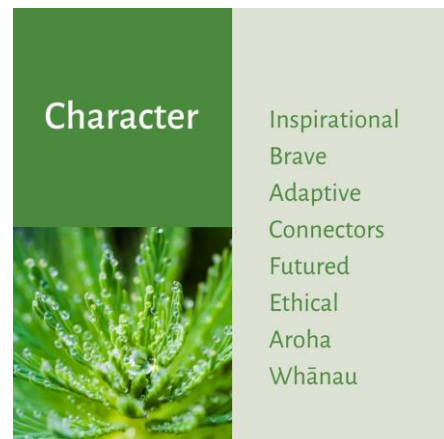
Our work is internationally recognised. We focus on supporting and growing workforce capability and capacity. With NZQA certification via Blueprint for Learning, we’re also focused on providing quality evidence-based education and training to the wider community.

### Position purpose

*He Ara Oranga, the report of the Government Inquiry into Mental Health and Addiction* reflected the voices of thousands of New Zealanders. It included the call for a system focused on wellbeing that makes the most of existing talent and builds capability and relationships across the sector and communities.

As a key priority of the Government’s response to *He Ara Oranga* is to increase access and choice for people and their whānau in need of support. As a result the Ministry of Health has invested in the establishment of integrated primary mental health and addiction services. This includes a range of initiatives including specific roles including health improvement practitioners, health coaches and NGO support workers to enhance the work of a general practice team.

Te Pou has a role to support the workforce development of these roles through the provision of training and resource development.



## Position focus

As programme lead your role will primarily focus on providing programme and project management for the integrated primary mental health and addiction programme. This includes the coordination and delivery of the health improvement practitioners (HIP) training, health coach training and developing workforce development for the workforce to work in an integrated approach in primary health settings. There may be other projects where your role will provide project management and support.

### Programme management

- Provide project management for the integrated primary mental health and addiction programme
- Work in partnership with the programme team, including the training lead and programme coordinator to ensure a team approach to the scheduling and delivery of the HIP and health coach training as well as ongoing quality improvement activities
- Utilise the Te Pou Ngā Pou Tāhuhu framework to plan and deliver programme and 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
- Work with contracted providers to ensure deliverables are met and reflect the needs of the programme.

### Development of resources

- Ensure that training and 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 training and resources are up to date and reflect the needs of the programme.
- Ensure resources reflect Māori models of health and will contribute to promoting practice that is culturally responsive in a primary care setting.
- Utilise innovative design in creating resources that will be relevant and easy to use for people working in primary care and for working in integrated primary health settings
- Ensure that resources and materials are communicated in a way that is easy and quick for people to understand the relevance.

### Working collaboratively

- Work collaboratively with the training lead and programme coordinator to deliver the integrated primary mental health and addiction programme of work
- Work collaboratively to support and manage key stakeholder relationships across primary

care, mental health, addiction and relevant health providers to promote building the knowledge, skills, values and attitudes to respond to people with mental health and addiction needs

- 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, evaluation 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 primary health organisations, primary care practices, DHB and NGOs to ensure the successful and timely delivery of training
- Work in partnership with people who are in need of mental health and addiction support or services so that our work is centred on responding to these needs
- Support key stakeholder relationships across primary care, mental health, addiction 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 HIPs and other roles working in an integrated primary care approach

#### **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
- Use research and evaluation data to inform quality improvement initiatives for the training programmes.

## Reporting

- Contribute to required reporting as necessary
- Ensure the Selma student management system is current and maintained to inform training and programme management
- Ensure reporting is of excellent quality, accurate and timely
- Share feedback and information with team and national HIP trainers as appropriate.

## 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 in programme or project management skills in the health sector, preferably mental health, addiction or primary care
- Experience in managing and implementing programmes or projects with proven time management and prioritisation skills
- Excellent communication skills, both verbal and written
- Ability to review research, data, evaluation 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 essential level 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
- Relevant tertiary qualification in health field
- 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.