

# 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 and promote the use of least restrictive practice within mental health and addiction services. This will include the development of resources for services, building the knowledge and skills of the workforce and working in collaboration with other agencies involved in similar work.

### Position focus

Your role will utilise your project management, leadership 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

- Work in partnership with the lived experience co-lead for the least restrictive practice projects to reduce and eliminate the use of seclusion and restraint in mental health



services

- Work collaboratively with other stakeholders such as DHBs, Health Quality and Safety Commission and Ministry of Health to promote least restrictive practices which utilises an evidence informed approach through the use of data, information, research and workforce development tools and resources
- Workforce development resources are produced to assist the reduction and elimination in the use of seclusion and restraint in mental health services and are based on the Six Core Strategies©
- Project leadership and management for the talking therapies project to provide relevant workforce development resources which promote the access and use of brief interventions and talking therapies for mental health and addiction across both primary and secondary services
- Initiatives reflect diversity and build culturally responsive practice
- Effective project management is used to ensure deliverables of the Te Pou work plan are met
- Project planning reflect a systematic approach to effective workforce planning and development
- Individual professional and personal development reflects and supports the values, attitudes and Enhanced level of the seven Real Skills of *Let's get real*
- 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
- Resources reflect Māori models of health and will contribute to promoting practice that is culturally responsive
- Utilise innovative design in creating resources that will be relevant and easy to use for people working in mental health and addiction services
- 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
- Ensure there is a process of continuous quality improvement that ensures resources are up to date and reflect the needs of the programme
- Actively engage with network groups,
- organisations and regions to understand their needs and ensure developed resources will meet those needs
- 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.

- Resources, tools and learning and development products are co-produced with lived experience expertise and inform and support system change and are informed

### **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
- Manage conflicting views, interests or feedback so that Te Pou's initiatives and resources reflect the needs of services and the workforce
- Utilise your knowledge and expertise to influence practice change through the engagement of leaders and practitioners
- 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
- 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 mental health and/or addiction services with leadership experience developing and driving new initiatives
- Experience of working to promote least restrictive practice particularly in mental health services
- Relevant tertiary qualification in health field with a current annual practicing certificate
- 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 critically 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**

- An understanding of sensory modulation and how it can be used in practice
- An understanding of the Safe Practice and Effective Communication (SPEC) training
- An understanding of adult learning principles
- An understanding of workforce development and implementing change in a strategic/national environment.