Position Description

Chief Advisor

<table>
<thead>
<tr>
<th>Team</th>
<th>Workforce Equity</th>
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<tbody>
<tr>
<td>Group</td>
<td>Workforce Equity</td>
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<tr>
<td>Directorate</td>
<td>Health Workforce</td>
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<tr>
<td>Manager</td>
<td>Deputy Director-General Health Workforce</td>
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<tr>
<td>Location</td>
<td>Wellington</td>
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<tr>
<td>Direct reports</td>
<td>0</td>
</tr>
<tr>
<td>Delegation authority</td>
<td>HR Level 0</td>
</tr>
<tr>
<td>Date</td>
<td>July 2020</td>
</tr>
<tr>
<td>Security Clearance</td>
<td>none</td>
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About the Ministry of Health (the Ministry)

The Ministry is the Kaitiaki of the health and disability system in Aotearoa New Zealand. We do this by providing a fair, effective and sustainable system that people trust.

The Ministry is responsible for:

- providing active stewardship and leadership across the health and disability system to ensure it provides people with the highest levels of care, regardless of who they are or where they live
- prioritising equity in health outcomes and independence for Māori and all other peoples, and engaging meaningfully with our stakeholders to achieve shared goals
- delivering high-quality policy advice to government on the health system – this includes maintaining the regulatory environment and national policy settings that support the health sector to provide quality services for New Zealanders
- working collectively with other agencies to implement changes to the health and disability system – we also link these changes with improvements in the broader social and economic sectors to achieve Pae Ora – healthy futures
- partnering with iwi, hapū and Māori communities to meet our Te Tiriti o Waitangi obligations

Directorate description

As stewards of the health workforce we work in partnership across the health system to ensure that there is a diverse workforce pipeline that will provide the health workforce New Zealand needs now and in the future; and that the employment environment is both sustainable and adaptable to new and evolving models of care.
Position purpose
The Chief Advisor - Workforce Equity provides strategic direction and leadership on workforce equity within the Ministry and across the sector by actively advising, informing and developing the Health workforce’s position to achieve equity for Māori and other population groups across New Zealand.

What you’ll do

• Align all Health workforce strategy and planning with Ministry of Health positioning and thinking on Health equity, with specific focus on Māori health equity
• Provide leadership for projects and areas, working with others to ensure all work is well planned, using work planning tools and methods which includes taking strategic and tactical approaches to achieve results through high quality advice
• Build collaborative and positive relationships across the Directorate, Ministry, the wider health sector, government, Māori and other external stakeholders in order to have a maximum impact on addressing health inequities
• Represent the Ministry at government agency meetings and other agreed forums
• Apply a broad range of skills, knowledge, cultural intelligence and deep understanding of the Treaty of Waitangi
• Develop a workforce equity strategy in collaboration with the Ministry, health sector and consumers
• Lead development and/or implementation of an outcomes-based Māori workforce action plan
• Provide advice on implementation of the workforce strategy, including development of clear actions, baseline measures and regular reporting
• Support the Ministry’s Māori engagement and participation on workforce equity issues across the health and public sector
• Provide central leadership and facilitate collaboration for workforce equity work within the health sector and Ministry
• Provide thought leadership and support the Health Workforce Directorate and the Ministry’s People and Capability teams in the development and implementation of equity (and specifically Māori health equity) programmes and work
• Provide advice on how to lift the profile and visibility of the Ministry in addressing inequities across the system through integrated health workforce action
• Proactively keep up to date with national and global relationships, forums and events that could be relevant to this role, and keep abreast of the emerging strategic thinking that could enhance the sector

This position description is intended as an insight to the main tasks and responsibilities required in the role and may be subject to change in consultation with the job holder.
Leadership Profile: Chief Advisor

Provides senior technical expertise that informs decision-making and the setting of the Ministry’s strategic direction.

<table>
<thead>
<tr>
<th>Lead self</th>
<th>Lead others</th>
<th>Lead the Ministry</th>
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<tbody>
<tr>
<td>• Be an exemplar of the Ministry’s desired culture and Public Sector Spirit of Service.</td>
<td>• Champion an inclusive, diverse and safe workplace where people thrive.</td>
<td>• Demonstrate stewardship through the way you engage with the health and/or public sector stakeholders, building their trust and confidence in the Ministry.</td>
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<td>• Navigate complexity and ambiguity to deliver technical outcomes.</td>
<td>• Provide support to peers within your team and across the Ministry.</td>
<td>• Lead and shape innovative solutions for the Ministry and wider sector in your area of technical expertise.</td>
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<td>• Continuously develop and improve your technical expertise in line with relevant industry/sector trends.</td>
<td>• Convene and collaborate with key stakeholders and customers within the Ministry and internally.</td>
<td>• Draw on data, insights and critical thinking to make sound decisions and recommendations for the Ministry.</td>
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Leadership Success Profile Competencies

The State Services Leadership Success Profile (LSP) describes what ‘good’ leadership looks like at all levels within the New Zealand public sector. While all elements of the LSP are important, the following competencies are particularly relevant to your leadership role:

• Leading strategically
• Leading with influence
• Engaging others
• Achieving ambitious goals
• Enhancing Ministry performance

These leadership competencies are underpinned by the Leadership Character in the LSP. You can find further information on the LSP here: [http://www.ssc.govt.nz/leadership-success-profile](http://www.ssc.govt.nz/leadership-success-profile)
**Your health, safety and wellbeing**

At the Ministry of Health we expect all of our Chief Advisors to:

- Help maintain a safe working environment within the Ministry by complying with and supporting all health and safety policies, guidelines and initiatives
- Know what to do in the event of an emergency or if a health and safety incident or near miss occurs
- Know how to keep yourself and others safe at work from hazards and risks relevant to your role

**What you’ll bring to the role**

- An appropriate tertiary level professional qualification and/or significant relevant work experience
- Significant experience leading sector-wide strategic work programmes
- Strong policy craft skills, including problem definition, developing intervention logic and designing appropriate solutions
- Knowledge of key issues impacting on the New Zealand health and disability sector including a clear understanding of the current and emerging issues for Māori and other populations groups across New Zealand
- Experience designing consultation processes and frameworks, from informal engagement through to structured, sector-wide engagement programmes
- Demonstrated ability to be able to translate strategy to action and work alongside others to implement successfully
- Good understanding of equity issues in the health sector, with particular reference to Māori
- Strong cultural awareness and an understanding of Te Ao Māori and the Treaty of Waitangi and our obligations under it
- Ability to lead without authority and build collaborative and constructive working relationships across the Ministry and sector
- Experience of the New Zealand health system is highly desirable