



## POSITION DESCRIPTION

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| <b>Position:</b>             | <b>Kaihautū Waiora Whānau (Healthy Families: Ruapehu, Rangitikei, Whanganui &amp; South Taranaki)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              |
| <b>Service:</b>              | <b>Waiora Whānau</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |              |
| <b>Reporting to:</b>         | <b>Mātaiawa – General Manager</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |
| <b>Staff Responsibility:</b> | <ul style="list-style-type: none"> <li>• System Innovators</li> <li>• Interns</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              |
| <b>Job Purpose:</b>          | <p>The Kaihautū has oversight of the operational management of Waiora Whānau. The role provides the team with the support, tools and resources they need to be leaders in their own right. The Kaihautū fosters a collective impact approach, ensuring the conditions for collective action and the mindsets of social innovation are embedded in the culture of the team. The Kaihautū has an innate ability to shift the collective focus from reactive problem solving to co-creating the future. The Kaihautū is an adaptive and passionate system change operator who actively contributes to the building of movements through reciprocal learning, partnering and taking on challenges on behalf of the collective. The Kaihautū ensures the operating model is conducive to fostering innovative, emergent practices, indigenous methodologies, and systems change.</p> <p>Plays an integral role in understanding the needs of community and created a local systemic approach to responding to these. Works with leaders as well as showing leadership.</p> <p>Understands the whānau are at the centre and actively involves whanau at every point of the work that they do in Healthy families.</p> |              |
| <b>Financial Authority:</b>  | In line with the organisation's financial delegation's policy & framework                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |              |
| <b>Accepted by:</b>          | <b>Employee Signature:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Date:</b> |
| <<NAME>>                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              |

### Background

Te Oranganui is an Iwi governed Health and Social Service Organisation. Established in 1993, Te Oranganui has eight service lines and covers the iwi boundaries of Ngāti Apa/Ngā Wairiki, Te Ātihaunui a Pāpārangi and Ngā Rauru Kītahi. The eight services are;

Te Waipuna  
Te Taihāhā  
Waiora Hinengaro  
Toiora Whānau  
Puawai Whānau

Primary Health & Medical  
Disability Support Service  
Vocations, Mental Health and Addiction Services  
Whānau & Community  
Tamariki Wellbeing

Waiora Whānau  
Whakahaumanu Mana Tāne  
Te Taituarā

Healthy Families  
Clinical Services Corrections  
Business Unit

**Our purpose**

*Korowaitia te puna waiora hei oranga motuhake mō te iwi  
Protecting the font of wellbeing ensuing oranga for all*

**Our vision**

*Āta whāngaia te puna waiora o te whānau e rere ai te oranga motuhake  
Te Oranganui strives to be a puna waiora that fosters whānau well-being*

**Our Mission**

*Poipoia te oranga o te whānau kia mau tonu  
Te Oranganui invests in whānau to achieve and maintain oranga motuhake*

**VALUES**

**Kotahitanga – Collective purpose**

***Kia Kotahi te mahi ki te oranga motuhake mō te iwi***

*We are working for a common cause to effect positive change for the whānau we serve. We work together through collective purpose and focus*

**Whanaungatanga – Together as whānau**

***No te whānau, mō te whānau.***

*We acknowledge whānau are the experts in their own lives. We work together as a whānau*

**Pono – Acting with integrity**

***Mā te pono e rere ai te mārāma***

*Integrity fosters clear clean flow to underpin improved ways of being and doing. We are accountable.*

**Tika – True to purpose**

***Whaia te ara tika ahakoa te aha***

*Being true to the purpose of oranga motuhake enables us to maintain standards of care for whānau. We hold ourselves to be true to each other as a whānau.*

**About Healthy Families NZ**

**Our approach**

Healthy Families NZ is a large-scale prevention initiative that brings community leadership together in a united effort for better health. It aims to improve people's health where they live, learn, work and play by taking a systems approach to the reduction of risk factors for major health loss and increasing equity.

The goal is for all New Zealanders to enjoy health promoting social and physical environments that enable healthy food and physical activity choices, being smokefree, drinking alcohol only in moderation and increasing mental health resilience and wellbeing.

Healthy Families NZ is a move away from disconnected, small-scale and time-limited projects and interventions, towards a whole-of-community approach that makes sustainable and long-term changes to the systems that influence the health and wellbeing of families and communities.

While the initial design for Healthy Families NZ drew on overseas models, Healthy Families NZ has been adapted, and continues to adapt, to reflect the unique context of New Zealand communities, and the special relationship between Māori and the Crown, including obligations under Te Tiriti o Waitangi. The Healthy Families NZ Principles include an explicit focus on equity, improving Māori health and improving health equity for groups at increased risk of chronic diseases.

Healthy Families NZ takes an innovative, system-building approach to prevention, including:

- Targeted community-level investment into the Building Blocks of a Prevention System;
- Bringing community leadership together in a united effort for better health;
- A dedicated prevention workforce who are embedded within their local community, driving and supporting systems change across the region;
- National level support and strategies to encourage a whole of system approach;
- Dedicated strategic communications functions across all locations, harnessing the power of storytelling to amplify the collective impact of the initiative, and accelerate activation at scale;
- Multi-year evaluation that identifies key themes, scalable initiatives, and builds a national picture of the progress and impact of Healthy Families NZ over time.

### [About the Kaihautū , Waiora Whānau role](#)

#### **Purpose**

The Kaihautū , Waiora Whānau, leads, and is part of a dedicated prevention workforce who are embedded within their local community, driving and supporting systems change across the Whanganui, Rangitīkei and Ruapehu and South Taranaki regions. The Kaihautū , Waiora Whānau contributes to building healthier environments where people live, learn, work, and play by:

- Leading, determining and driving the purpose and ambition of the Waiora Whānau team
- Creating the conditions for the team to innovate, experiment and execute well
- Managing local stakeholder relationships to unlock opportunities
- Engaging and mobilising busy leaders from a variety of sectors and settings, making it easy for them to get behind the Waiora Whānau kaupapa
- Identifying local and national connections and opportunities
- Navigating the political context effectively and leveraging support through strong relationships and networks.

The Kaihautū, Waiora Whānau is responsible for ensuring the team is high performing, well-resourced and coordinated. The Kaihautū, Waiora Whānau is a critical position in the Waiora Whānau team, accelerating innovation and collaboration through their ability to be innovative, creative and courageous and articulately telling compelling stories of impact. The Kaihautū, Waiora Whānau is expected to have strong working relationships with other Managers across the other Healthy Families NZ locations, and the national Healthy Families NZ team (Ministry of Health) to share insights, learnings and respond to collective challenges to effectively grow the initiative nationally.

## Key Result Area 1. Key relationships

- To advance the Healthy Families NZ initiative, the Kaihautū will inform, leverage and support:
- the **Strategic Leadership Groups** by working in partnership with the GM to unlock the potential of the Strategic Leadership Group members' spheres of influence, making the work of the Waiora Whānau team visible and inviting input and action
- the **Healthy Families NZ National team** (Health NZ) by proactively managing the partnership, providing strong accountability and ensuring the national team have what they need to support Healthy Families NZ to be successful at a strategic level.
- **Strategic Partners, including marae, hapū, and iwi**, ensuring the team is prioritising the opportunities and engagement with Māori so that initiatives are informed and led by those most experienced in localised knowledge and solutions
- **Te Oranganui**, participate as a part of the Senior Management Team (SMT) to promote and ensure that Waiora Whānau, is contributing to the activities of the overall organisation and that Te Oranganui values are embedded in the culture and activities of the team.

## Key Result Area 2. Accountabilities

- Provide leadership of the Waiora Whānau team to ensure the team is supported, resourced and coordinated to implement their responsibilities in a timely and professional manner. Create a culture for a high performing team by:
  - recruiting team members with the right skill sets and mindsets,
  - inducting them well into the Healthy Families NZ approach and ways of working, and
  - optimising each team member's strengths and abilities
- Provide thought leadership, grounded in the Healthy Families NZ Principles and Building Blocks, that inspires the team and connects them to the wider Healthy Families NZ network, goals and strategies.
- Create a culture for the team where innovation, experimentation and evaluation thrives
- Ensure optimum use of resources and tools to support the Healthy Families NZ system change initiatives so these have the appropriate capacity for implementation.
- Ensure the Waiora Whānau Action Budget, is used to trigger sustainable systems change
- Lead the knowledge and implementation of the Te Oranganui operational policy and procedures.
- Represent Waiora Whānau across a variety of forums
- Provide professional, organised and tech savvy leadership to the team that enhances the collective impact of the work, and acceleration of activation at scale
- Unlock opportunities for the Waiora Whānau team through strong community relationships, and engage and mobilise key influencers to get behind the kaupapa.
- Draw on insights and analysis to support strategic decisions that drive the Healthy Families NZ initiative, and create a space for the team to build in reflection time to their decision making
- Build strong relationships with iwi and other key players to support Māori led systems change
- Identify and proactively manage risks at the regional level, and respond efficiently when risks are escalated up to the Kaihautū by members of the Waiora Whānau team

- Work in partnership with the Waiora Whānau SLG to identify how they can influence and activate their spheres of influence; foster close relationships with the other managers across New Zealand and take up challenges on behalf of the network.
- Build and nurture a strong and productive partnership relationship with the Healthy Families NZ national team at the Ministry of Health;
- Ensure all Waiora Whānau activities are evidence based, and align to the Waiora Whānau evaluation framework, and the national Healthy Families NZ evaluation.

### Key Result Area 3. Commitment to Waiora Whānau

- **Bicultural practice** - take a bi-cultural approach that acknowledges the special relationship with Māori under Te Tiriti o Waitangi and actively support Māori-led systems change.
- **Cultural competency** - work cross-culturally and to take a culturally centred and strengths based approach. Act in an inclusive manner with integrity to ensure all cultural groups and community diversity are empowered in the work through a genuine commitment for equity and equality.
- **Systems thinking and acting** - understand systems change and collective impact and utilise systems thinking tools and principles, and apply them to create large-scale change.
- **Relationship building and management** - enhance collaboration across the Waiora Whānau team and the community through strong effective relationships and partnerships at all levels; forge useful partnerships with people across business areas, functions and organisations; build trust through consistent actions, values and communication; minimises surprises.
- **Workforce development** - actively contribute to the Healthy Families NZ network, workforce development and communities of practice to grow and share the way of working

### Key Result Area 4. Health, Safety, Wellbeing & Whanaungatanga

- Displays commitment through actively supporting all safety and wellbeing initiatives.
- Promotes a culture that supports and values health, safety & wellbeing in conjunction with Te Oranganui core values.
- Complies with relevant safety and wellbeing policies, procedures, safe systems of work and event reporting.
- Reports all incidents/accidents, including near misses & recognition in a timely fashion.
- Is involved in health and safety through participation and consultation.

### Key Performance Indicators

- Actively support and drive reporting and recording of health, safety & wellbeing activities
- Regular engagement (at least 6 weekly) with the health, safety and wellbeing rep.
- Ensure all occurrences (accidents, incidents, recognition etc...) are reported into our H&S reporting tool
- Manage the associated risks within the service to ensure kaimahi are aware and the associated controls are being managed.

### PROVISIONS

- Actively participate in Te Oranganui kaupapa activities including attending hui, pōwhiri, karakia, whakawhanaungatanga, waiata sessions etc.
- Uphold the principles of Whanau Ora – working across teams and functions; acknowledging the unique skills and abilities all kaimahi bring.

- Ensure you maintain an accurate and up to date understanding of Te Oranganui policies and that you uphold these at all times.
- Comply with and support all health and safety policies, guidelines and initiatives.
- Proactively promote Te Oranganui in a positive light in all activities.
- Actively participate in ongoing professional development.

*The above statements are intended to describe the general nature and level of work being performed by the job holder. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the job holder. From time to time, personnel may be required to perform duties outside of their normal responsibilities as needed*

## PERSON SPECIFICATION

### Experience & Qualifications

- A tertiary qualification in fields related to management, business, politics, health, or public health.
- Demonstrated experience managing or leading a team in adaptive operating environments.

### Personal Attributes

The Healthy Families NZ workforce are innovative and creative, and must exhibit the following mindsets and qualities:

- **People-focused:** Empathetic and supportive, act with integrity in all that you do. A personal commitment to social change and collaborate in positive and meaningful ways.
- **Action-oriented:** Curious, proactive and takes initiative; seizes opportunities and acts upon them; resourceful and learns by doing; takes responsibilities for own actions.
- **Adaptive:** Flexible and agile; open to new ideas; accepts changed priorities without undue discomfort; has an experimental mindset and recognises the merits of different options and acts accordingly.
- **Open and Courageous:** Seek diverse perspectives and value difference, comfortable in ambiguity, possess a growth mindset and courageous in actions.
- **Reflective and Strategic:** Can see the bigger picture through a bird's eye view and is able to respond in a strategic manner, critically reflective and can adapt activities to suit.
- **Cultural responsiveness:** Aware of the important place of indigenous leadership, strengthening relationships with mana whenua, and working within a bicultural context. Understands Māori, Pasifika and other community health priorities and needs; is comfortable working with diverse communities and knows when to seek support.

### Other Requirements of this Position:

- Proven leadership experience working in operational functions, co-design and/or systems change initiatives.
- Valid New Zealand driver's license
- Must have the right to live and work in New Zealand.

## Knowledge and skills

| Healthy Families NZ Core Competencies |                                      | The role requires the following demonstrated experience / skills                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------------|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Building                              | Relationship building and management | <p>Strong relationship management skills and can forge highly productive relationships with the Healthy Families NZ national team (Ministry of Health), SLG, key partners and the Healthy Families NZ network including other Managers across NZ to influence sustainable systems change at scale</p> <p>Robust conflict negotiation and adept at managing challenging relationships</p> <p>Skilled at building relationships with iwi and other key partners to develop and support Māori led systems change</p> |
|                                       | Influencing                          | <p>Understands key stakeholders' drivers and priorities and can move people from talk to action through values alignment</p> <p>Work in partnership with the SLG to identify how to utilise and activate their spheres of influence</p> <p>Forge positive working relationships with key players, understand how to act and how to leverage support</p>                                                                                                                                                           |
|                                       | Political Savvy                      | Able to navigate the political context, structures and processes to leverage support, maximise impact, identify and reduce risk                                                                                                                                                                                                                                                                                                                                                                                   |
|                                       | Storytelling and communication       | <p>Persuasive communicator in a range of mediums</p> <p>Articulate leader who influences others to engage and leverage their networks and skills to increase impact and/or scale</p> <p>Confident spokesperson who effectively manages the media, and represents Healthy Families NZ well through professional, timely and quality interactions with system stakeholders; can engage with diverse audiences across a range of settings</p>                                                                        |
| Leading                               | Collaborative Leadership             | <p>Create conditions for the team to experiment, innovate and execute to the best of their abilities</p> <p>Able to engage busy senior executives and those with diverse perspectives and can make it easy for them to get behind the kaupapa and stay engaged</p>                                                                                                                                                                                                                                                |
|                                       | Adaptive Leadership                  | <p>Innovative, creative and courageous and can mobilise others to crease systems change</p> <p>Willing to experiment and not afraid to change course when required</p>                                                                                                                                                                                                                                                                                                                                            |
| Designing /                           | Systems thinking and                 | Leads and effective communication and feedback process across the                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|                       |                               |                                                                                                                                                                                                                                                                                                                 |
|-----------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Doing                 | acting                        | <p>system</p> <p>Ensures all the work is grounded in Healthy Families NZ Principles and Building Blocks and connect the team with the wider network, goals and strategy</p>                                                                                                                                     |
|                       | Co-design and design thinking | <p>Respected for thought leadership in the Healthy Families NZ space which can include expertise in design, co-design, Māori world view, other cultural frameworks and can apply these to motivate action</p> <p>Is not afraid to lead by example and pivots when needed</p>                                    |
|                       | Systems Intrapreneurship      | <p>Has a wide network and strong high level relationships across systems and settings in the Whanganui, Rangitikei Ruapehu, South Taranaki region. Helps people understand the part they play in the Healthy Families NZ initiative and can unlock change through others</p>                                    |
|                       | Data / Evaluation             | <p>Supports evidence informed practice</p> <p>Supports the team and network to draw on insights and analysis to make decisions</p>                                                                                                                                                                              |
| Managing / Sustaining | Reflective practice           | <p>Critically reflects on self, team and the work and can adapt the work programme, processes and actions accordingly</p>                                                                                                                                                                                       |
|                       | Risk Management               | <p>Can effectively manage risk and responds accordingly</p>                                                                                                                                                                                                                                                     |
|                       | Project Management            | <p>Experienced manager, able to provide structure and support for the team and can manage competing priorities well.</p> <p>Ensures the team has the right support, tools and resources they need to be leaders in their own right</p> <p>Know and utilise the strengths and abilities of every team member</p> |
|                       | Sustainability                | <p>Able to plan for long term impact, ensuring action is strategic, and aligns to the Healthy Families NZ Principles and Building Blocks</p>                                                                                                                                                                    |

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