

Roster & Operations Coordinator



MASH Trust is an innovative provider of health and disability support services in the lower North Island based in Palmerston North, supporting over 2000 people and whanau.

REPORTS TO	Roster & Operations Service Manager
DELIVERY AREA	MASH Trust Programmes
DIRECT REPORTS	Nil
DELEGATIONS	Tier 5 In accordance with current delegations policy
SALARY BAND	\$64 - \$80k dependent on experience
HOURS OF WORK	80 hours per fortnight. Hours of operation of the Service 6am to 9pm, 7 days per week. Roster to be determined by Service Manager and subject to change with 21 days notice.
LOCATION	MASH Trust office TBC
ROLE PURPOSE	To ensure the future direction and allocation of resources to areas that align with our strategy, to help us achieve our goals and drive sustainable growth. To operate collaboratively and across functions as one team to tackle the challenges and optimise the opportunities in front of us together. To respond to opportunities to grow and expand services across MASH's operational areas. The Roster & Operations Coordinator supports the Service Manager in the operational management of the (insert service) services across (insert location) MASH's operating areas. This role is part of a team supporting the recruitment, onboarding, shift allocations, training and development, and other resourcing of services across their area of delivery in both Residential and Community settings.
PROGRAMMES TEAM PURPOSE	As a member of the MASH Programmes Team (PT), you will play a key role in shaping MASH service delivery to meet the needs of an evolving sector. The PT is responsible for operationalising the MASH Quality Framework and The MASH Way in all aspects of service delivery to meet the changing expectations, needs and aspirations of the people we support and to ensure MASH remains a partner of choice for our funders and stakeholders. The Team will drive operational efficiency and compliance with statutory requirements, while also being focused on the future and the changes needed to continuously improve delivery of quality, people-centric services.

	By leading for the future, living the MASH values, delivering operational excellence, and being connected with stakeholders, this role will contribute to the continued growth of MASH's reputation and influence.
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MASH TRUST MISSION

Working together to achieve great lives

OUR VALUES

Relationships	Build open relationships based on honesty and respect
Communication	Communicate with an open mind and heart
Mana	Recognise and promote the mana and strengths of the individual
Opportunities	Take opportunities to learn and grow together
Believe	Believe that together we will make a difference
Fun	Make fun a goal

KEY RELATIONSHIPS

Internal:

- ▶ Senior leadership team and ELT
- ▶ Other MASH Managers and staff

External:

- ▶ Te Whatu Ora Health New Zealand, Te Aka Whai Ora Māori Health Authority, Whaikaha Ministry of Disabled People Health professionals and providers
- ▶ Community Health Teams
- ▶ Family/Whānau and Tangata Whenua
- ▶ Contractors, Suppliers and other stakeholders supporting service delivery

KEY RESULT AREAS

Key Accountabilities	Tasks	Performance Measures
Organisation Service Design and Development: This function focuses on creating and improving services that meet the needs of the 'customer' (internal and external), whānau and our funders. It involves understanding peoples' needs through research, analysis and voice, co-designing, testing and validating service offerings (considering factors such as features, pricing, delivery channels, and user experience), development and implementation of the service.	• Maintain and fill rosters and obtaining resources for newly established services	

Service Growth and Development: This function focuses on identifying and developing opportunities to expand or evolve existing services, to enhance reach, quality and outcomes for the people we support. Throughout the service lifecycle, the function monitors service performance, gathers consumer feedback, and incorporates continuous improvement initiatives to enhance service quality and the satisfaction of the people we support.	• Provide information for reporting to PT on trends and issues • Identify opportunities for existing service improvement	
Regional Connectivity Management: This function focuses on establishing and maintaining strong connections, partnerships, and collaborations within a specific region or geographic area. It involves facilitating communication, knowledge sharing, and coordination among various stakeholders to ensure seamless service delivery, promote initiatives, and address the unique support needs of the local population.	• Maintain strong relationships and partnerships in the local area • Support MASH initiatives in the local area	
Service Delivery: This function focuses on the coordination and provision of high quality services to the people we support, and delivery of services internally within the organisation. It plays a vital role in establishing and maintaining positive relationships with the people we support (and across MASH teams), implementation and execution of service activities, adhering to established standards, continuously improving service processes, enhancing the overall reputation of the organisation, and differentiating MASH from other providers.	• Coordination and provision of high quality services to the people we support • Establish and maintain positive relationships with the people we support and across MASH teams • Adhere to MASH standards	

Service Documentation Creation: This function focuses on creating and maintaining accurate and comprehensive documentation related to service delivery. It involves capturing and documenting essential information, processes, and outcomes to support effective service provision, quality assurance, and regulatory compliance.	• Maintain accurate and comprehensive documentation related to service delivery • Capture and document essential information, processes, and outcomes to support effective service provision, quality assurance, and regulatory compliance	
Rostering Management: This function focuses on the process of creating and managing work schedules of staff, to support the optimal allocation of resources. It involves, shift planning, understanding employee constraints, workload distribution, compliance and fairness, and roster communication.	• Coordinate staff work schedules • Support resources and create shift plans, taking into account employee constraints, workload distribution, compliance and fairness • Distribute and communicate staff rosters • Support and manage staff requests for roster changes	
Procurement: This function focuses on managing the process of acquiring goods, services, and resources required by the organisation to support its operations. It involves strategic sourcing, vendor management, contract negotiation, and ensuring value for money in procurement activities.	• Support the procurement of goods, services and resources to support day to day operations, within delegations	
Te Tiriti O Waitangi: This function focuses on MASH's commitment to honouring the Te Tiriti principles of Rangatiratanga, equity, active protection, options, partnership. It involves building reciprocal relationships and partnerships with Māori, including the Kahu Whakaruru (internal Maori caucus) to support the delivery of equitable access and outcomes for Māori and their whanau.	• Support the delivery of equitable access and outcomes for Māori and their whanau • Build reciprocal relationships and partnerships with Māori • Honour the Te Tiriti principles of Rangatiratanga, equity, active protection, options, partnership	

People, Culture and Wellbeing: This function focuses on attracting, developing and retaining a talented and engaged workforce. It includes talent acquisition, staff engagement and retention, performance management, learning and development, staff wellbeing, remuneration and reward, employment relations, and industrial relations.	• Onboard new staff • Co-ordinate staff performance, learning and development	
Health & Safety Management: This function focuses on safeguarding the health, safety and wellbeing of staff, the people we support, and visitors, preventing workplace accidents, injury or illness and managing potential hazards. It identifies and mitigates potential hazards and risks, develops and implements policies, procedures and guidelines, conducts regular inspections and risk assessment, monitors compliance, provides training and education, investigates incidents, and reports and promotes awareness and understanding of practices.	<i>For Self:</i> • Work safely and take responsibility for keeping self and colleagues free from harm • Report all incidents and hazards promptly • Know what to do in the event of an emergency • Cooperate in implementing return to work plans <i>For Team:</i> • Inform, develop, and equip staff to carry out their work safely • Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries • Assess all hazards promptly and ensure they are managed • Cooperate in implementing return to work plans	

PERSON SPECIFICATION

The ideal applicant for this position will be able to fulfil the following criteria:

Job Specific Knowledge and Skills:

- ▶ Strong leadership skills
- ▶ Cultural awareness
- ▶ Understanding the needs of the people we support and their supporters
- ▶ Identifying areas for improvement and giving constructive feedback
- ▶ Team building with Home Coordinators and CSW's

- ▶ Managing within MASH's systems and processes
- ▶ Strong Communication skills
- ▶ Problem solving ability

Job specific experience:

- ▶ Team focused and team building
- ▶ Proven experience of leading and managing teams within a H&D service
- ▶ Report writing ability
- ▶ An understanding of cultural issues, tikanga and te Tiriti o Waitangi and its implications for MASH.

Qualifications and other requirements:

- ▶ Relevant experience/suitable qualification
- ▶ Ability to manage difficult conversations
- ▶ Good time management
- ▶ Flexibility – hours and working locations as needed
- ▶ Able to build rapport with the people we support and their supporters
- ▶ An understanding of the Health and Safety of workers
- ▶ Time management skills
- ▶ Relationship building skills

Required competencies

A successful Roster & Operations Co-ordinator at MASH Trust will demonstrate the following competencies:

THOUGHT	Decision quality	▶ Make sound decisions, even in the absence of complete information. ▶ Rely on a mixture of analysis, wisdom, experience, and judgment when making decisions. ▶ Consider all relevant factors and uses appropriate decision-making criteria and principles. ▶ Recognize when a quick 80% solution will suffice. Able to complete tasks by specified deadlines
	Business insight	▶ Know how businesses work and how organisations make money. ▶ Keep up with current and possible future policies, practices, and trends in the organisation, with the competition, and in the marketplace. ▶ Use knowledge of business drivers and how strategies and tactics play out in the market and guide actions.
	Customer focus	▶ Gain insight into customer needs. ▶ Identify opportunities that benefit the customer. ▶ Build and delivers solutions that meet customer expectations. ▶ Establish and maintains effective customer relationships.

RESULTS	Ensure accountability	▶ Follow through on commitments and makes sure others do the same. ▶ Act with a clear sense of ownership. ▶ Take personal responsibility for decisions, actions, and failures. ▶ Establish clear responsibilities and processes for monitoring work and measuring results. ▶ Design feedback loops into work.
	Build effective teams	▶ Form teams with appropriate and diverse mix of styles, perspectives, and experiences. ▶ Establish common objectives and a shared mindset. ▶ Create a feeling of belonging and strong team morale. ▶ Share wins and rewards team efforts. ▶ Foster open dialogue and collaboration among the team.
PEOPLE	Build networks	▶ Build strong formal and informal networks. ▶ Maintain relationships across a variety of functions and locations. ▶ Draw upon multiple relationships to exchange ideas, resources, and know-how.
	Drive vision and purpose	▶ Talk about future possibilities in a positive way. ▶ Create milestones and symbols to rally support behind the vision. ▶ Articulate the vision in a way everyone can relate to. ▶ Create organisation-wide energy and optimism for the future. ▶ Show personal commitment to the vision.
	Communicate effectively	▶ Is effective in a variety of communication settings: one-on-one, small, and large groups, or among diverse styles and position levels. ▶ Attentively listens to others. ▶ Adjusts to fit the audience and the message. ▶ Provides timely and helpful information to others across the organization. ▶ Encourages the open expression of diverse ideas and opinions.
SELF	Instil trust	▶ Follows through on commitments. ▶ Is seen as direct and truthful. ▶ Keeps confidences. ▶ Practices what is preached. ▶ Shows consistency between words and actions.
	Situational adaptability	▶ Picks up on situational cues and adjusts in the moment. ▶ Readily adapts personal, interpersonal, and leadership behaviour. ▶ Understands that different situations may call for different approaches. ▶ Can act differently depending on the circumstances

Required experience/qualifications

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AUTHORISATION AND ACKNOWLEDGEMENT

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role.

This position description may be subject to change from time to time. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Signing this position description indicates agreement and acceptance of the contents and conditions.

Acknowledged/ Accepted:

Employee

Date

Manager

Date

