# Position Description | Te whakaturanga ō mahi

# **Health New Zealand | Te Whatu Ora**

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| Title | Learning Hub Coordinator |
| Reports to | Group Director of Operations  |
| Location | Timaru Hospital |
| Department | Learning Hub |
| Direct Reports |   | **Total FTE** | 0.85 |
| Budget Size | **Opex** |  | **Capex** |  |
| Delegated Authority | **HR** |  | **Finance** |  |
| Date |  |
| Job band (indicative) |  |

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations.
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well.
3. Everyone will have equal access to high quality emergency and specialist care when they need it.
4. Digital services will provide more people the care they need in their homes and communities.
5. Health and care workers will be valued and well-trained for the future health system.

## Te Mauri o Rongo – The New Zealand Health Charter

The foundation for how we ensure our people are empowered, safe and supported while working to deliver a successful healthcare system, is Te Mauri o Rongo – the New Zealand Health Charter. It guides all of us as we work towards a healthcare system that is more responsive to the needs of, and accessible to all people in Aotearoa New Zealand.

It applies to everyone in our organisation and sits alongside our code of conduct as our guiding document.

Te Mauri o Rongo consists of four pou (pillars) within it, including:

**Wairuatanga** – working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

**Rangatiratanga** – as organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

**Whanaungatanga** – we are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe.

**Te Korowai Āhuru** – a cloak which seeks to provide safety and comfort to the workforce.

These values underpin how we relate to each other as we serve our whānau and communities.

Together we will do this by:

* caring for the people
* recognising, supporting and valuing our people and the work we all do
* working together to design and deliver services, and
* defining the competencies and behaviours we expect from everyone.

**About the role**

The primary purpose of the role is to:

The role of the Learning Hub Coordinator is to provide professional administrative and general support to the staff of the learning hub and Health New Zealand South Canterbury.

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| Key Result Area | Expected Outcomes / Performance Indicators |
| **Training & Development** | * Provides Coordination Support to all Learning Hub Staff
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|  | * Supports positive and productive relationships with internal and external Health Care Workers who utilise the Learning Hub
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|  | * Ensures efficient and effective planning, recording and reporting of key Learning Hub activities including but not limited to the maintenance of training attendance, contract reporting and applications, financial performance against: budget, education session support and administrative duties for the Learning Hub
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|  | * Supports continuous improvement in processes and procedures to enable effective and meaningful learning for all staff within Health New Zealand South Canterbury
* Facilitates new staff welcome and other projects agreed upon
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|  | * Promotes positive teamwork, atmosphere and culture
* Monitors attendance and notifies managers if altered
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## About you – to succeed in this role

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| **You will have** | * Proficient in the use of Microsoft applications
* Embraces opportunities for ongoing organisational related education and training
* Genuine affinity for positive interaction with all people
* Strong numeracy and time management skills
* Attention to detail and ability to summarise and communication financial and other key performance measures to a variety of stakeholders
* Sound organisation and planning skills with some project management experience
* Highly developed communication and interpersonal skills
* Able to work autonomously
* Be a proactive team member
* Demonstrates initiative, is innovative and flexible
* Resilience in a high- pressure environment
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| **You will be able to** | **:*** Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role.
* Take care of own physical and mental wellbeing, and have the stamina needed to go the distance.
* Maximise the quality and contributions of individuals and teams to achieve the organisation’s vision, purpose and goals.
* Establish and maintain positive working relationships with people at all levels within the public and private sectors, related industry and community interest groups and the wider national and international communities.
* Demonstrate a strong drive to deliver and take personal responsibility.
* Demonstrate self-awareness of your impact on people and invests in your own leadership practice to continuously grow and improve.
* Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity.
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*This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.*