

# Position Description

<b>Position:</b>	<b>Health Protection Officer</b>
<b>Children's Act 2014:</b>	This position is NOT a children's worker under the Children's Act 2014
<b>Group/Service:</b>	Health Protection Cluster, National Public Health Service
<b>Reports to:</b>	Team Leader, Health Protection Team
<b>Direct Reports</b>	Nil
<b>Location:</b>	Hutt Valley Hospital
<b>Approved by:</b>	Manager, Service Delivery

## Organisational context

On 1 July 2022 Te Whatu Ora – Health New Zealand and Te Aka Whai Ora – Māori Health Authority became Aotearoa's new national health authorities and Regional Public Health as an entity was disestablished and became part of Te Whatu Ora Health New Zealand

Health New Zealand and the Māori Health Authority are committed to delivering a health system that is simpler and more coordinated, allowing for better and more consistent care to support all New Zealanders to live longer and have the best possible quality of life.

Hauora Ā Iwi Ki Te Ūpoko O Te Ika A Māui covers Capital, Coast, Hutt Valley and Wairarapa and provides public health services to the greater Wellington region, including Wairarapa (population of approximately 521,500).

Emphasis is placed on leadership, teamwork, the wider determinants of health and the elimination of health inequities with a particular focus on Maori and Pacific Peoples health and wellbeing.

With the commencement of Te Whatu Ora – Health New Zealand and Te Aka Whai Ora – Māori Health Authority the Government issued an Interim Government Policy Statement on Health 2022 – 2024 outlining six initial goals which will be central to our mahi.

Achieving equity in health outcomes

Embedding Te Tiriti o Waitangi across the health system

Keeping people well in their communities

Developing the health work force of the future

Ensuring a financially sustainable health system

Laying the foundations for the success of the future of the health system

## Health Protection Officer

### Role purpose

The position involved the provision of public health regulatory and disease control services in the greater Wellington region in a variety of settings and is located within the Health Protection Cluster at Te Whatu Ora, Health New Zealand – National Public Health Service. It includes regulatory activities relating to smokefree, psychoactive substances, alcohol and early childhood centres located in Health Promotion Cluster.

You will work closely with other team members to ensure the delivery of public health regulatory services for the achievement of public health outcomes. At times the position may involve taking on wider responsibilities with respect to public health as a whole or part thereof. Hauora Ā Iwi Ki Te Ūpoko O Te Ika A Māui maintains a policy of ensuring Health Protection Officers (HPO) retain a broad skill base and secondment to other teams may be required.

Designated HPOs are required to participate in our 24-hour on-call roster to provide emergency cover for the region.

### Key working relationships

#### Internally

- Hauora Ā Iwi Ki Te Ūpoko O Te Ika A Māui management and staff:
  - Team Leader, Communicable Disease and Housing
  - Team Leader, Tobacco, Alcohol & Drugs
  - Health Promotion Cluster
  - Medical Officers of Health
  - Technical Officers
  - Administrative staff
- Te Whatu Ora Health New Zealand

#### Externally

- Territorial Local Authorities
- Government agencies
- Primary Healthcare Organisations
- Voluntary Service and Community Groups
- Ministry of Health and contracted science providers

## Key accountabilities and outcomes

- Develop and implement projects and activities to meet objectives
- All planning activities incorporate the principles of the Treaty of Waitangi, equity, health promotion and public health frameworks
- Projects and programmes are planned, implemented and evaluated in consultation with key staff and external stakeholders, delivered on time and within allocated resources
- Activity reflects a commitment to the Treaty of Waitangi, addressing health inequities and knowledge of wider determinants of health and aligns with the Interim Government Policy Statement on Health 2022 – 2024.
- Maintains accurate work records and databases, submitting documents and reports as required and according to required timeframes
- Ensure that your health and safety practice meets the requirements of health and safety at work legislation, applies the Te Whatu Ora policies and processes and contributes to a culture of safe practice.

### General Accountabilities:

- Maintain a strict sense of professional ethics, confidentiality and privacy and abide by Te Whatu Ora the DHB's Code of Conduct
- Respond to the changing needs of the Te Whatu Ora, performing other tasks as required
- Champion equality and diversity in the workplace including the Treaty of Waitangi

## Person specification

### Essential qualifications, skills and experience

#### Qualifications/knowledge

- National Diploma of Environmental Health Science or equivalent
- Current designation as an HPO by the Director General of Health and/or the ability to be designated within 6 months of appointment is desirable
- A current full New Zealand drivers licence

#### Experience

- Has a sound knowledge of the principles, concepts, practices, legislation, current issues and key agencies relevant to public health
- Understands the key frameworks and practices in public health, their applications and limitations
- Is prepared to and has the ability to learn new web-based applications required for the role
- Undertakes training if required
- Competent using a computer
- Develops experience in applying the above to gain in-depth public health expertise

#### Skills

- Personable and friendly, relates well to people. Builds an effective level of rapport with people within a short period of time
- Reads situations effectively (including what is not said), and tailors their responses to reflect the needs of the situation
- Effectively communicates in situations requiring tact and diplomacy and when the message is unpopular
- Able to communicate complex and involved (e.g. technical, medical) ideas to others
- Able to identify and proactively manage tension between people
- Able to influence individuals or small groups of people in relation to straight-forward/non-contentious issues

## Competencies required for role

### Written communication skills:

- Has very good written communication skills including the ability to write: reports, submissions, technical papers, letters to other agencies and individuals about non-routine and sensitive issues, minutes, press releases, letters to community groups, replies to complainants, public information
- Able to communicate effectively in writing using appropriate pitch, style, tone and couching of messages with people from a wide range of backgrounds (e.g. internal staff, members of the public, industry and government departments)
- Has an extensive range of terminology in public health and related fields
- Able to write documents that cover several complex topics within public health

### Excellence focus:

- Sets challenging goals and targets for themselves and is motivated to achieve goals and objectives
- Has good work habits and is self-motivated (i.e. does not require direction/encouragement from external sources)
- Works to improve own efficiency, and monitors own performance to identify areas for improvement
- Has a sound level of insight into own strengths and weaknesses, is open to feedback and is committed to addressing areas of weakness
- Is able to cope with uncertainty and adapts easily to changes at work
- Proactively manages conflicting demands on time
- Confident in their own abilities. Comfortable taking on unfamiliar tasks
- Able to cope with work pressure and stress (e.g. deadlines, challenging workloads)
- Does not give up easily when things do not go smoothly
- Able to be assertive and stand firm on issues when appropriate

### Problem-solving:

- Able to make sense of a wide range of information
- Is logical when thinking through issues
- Able to critically evaluate the pros and cons of alternative solutions
- Uses common sense and past experiences to identify and solve problems, learns from experience
- Able to apply guidelines and policy to common or routine situations
- Avoids jumping to conclusions – checks that facts before making a decision
- Shows innovation and is able to interpret and apply general policies and guidelines to new situations
- Thinks reasonably quickly on their feet, able to counter most objections
- Considers the wider implications of their actions and decisions. Balances taking a short and medium-term perspective

### Fit with Te Whatu Ora, Hutt Hospital values:

- Is enthusiastic about working with community groups, other providers and agencies
- Sets a positive example when interacting with others (e.g. team members, clients, community) and is aware that own actions reflect on Te Whatu Ora, Hutt Hospital
- Actively demonstrates care and respect for other staff, clients and members of the community
- Is positive about focusing on safety issues at work
- Has understanding of the significance of the Treaty of Waitangi in relation to public health
- Has knowledge of the principles of the Treaty of Waitangi
- Is receptive to and has a positive attitude towards Maori health issues and participates in creating bicultural work environments

## Capability profile

### Competencies

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

<i>Key Objectives</i>	<i>Performance Indicators/Outcomes</i>
<b>Service Planning and Delivery</b>	<ul style="list-style-type: none"> <li>• Fulfil functions as a designated officer of the Director General of Health and administer public health legislation</li> <li>• Deliver services in accordance with contracts, service specifications and plans</li> <li>• Follow good practice, procedures and relevant legislation, guidelines, codes of practice and standard operating procedures</li> <li>• Deliver food safety services including monitoring, promoting and enforcing compliance with legislation/standards/guidelines</li> <li>• Deliver communicable disease services including surveillance, investigating cases of illness and outbreaks</li> <li>• Use risk assessment techniques to investigate hazards and cases of disease</li> <li>• Deliver environmental health services and promote healthy environments including monitoring, promoting and enforcing compliance with legislation, standards and guidelines</li> <li>• Deliver services relating to smokefree, psychoactive substances, alcohol and early childhood centres including monitoring, promoting and enforcing compliance with legislation, standards and guidelines</li> <li>• Participate in surveillance activities including maintenance of databases and identifying health and hazard trends. Trends are identified and reported to the appropriate Team Leader</li> <li>• Undertake drinking water assessment services as required</li> <li>• Identify opportunities to reduce impacts on health and take appropriate public health action where hazards or disease are identified</li> <li>• Identify and take advantage of opportunities to advocate for good public health policy and practice (e.g. through making submissions on documents and policies that could impact on public health)</li> <li>• Be actively involved in team and service-wide initiatives</li> <li>• Participate in developing regional services and programme plans</li> <li>• Projects are managed, delivered on time and within allocated resources</li> <li>• Meet Hauora Ā Iwi Ki Te Ūpoko O Te Ika A Māui's required competencies for designated officers and participate in 24/7 on-call roster</li> <li>• Participate in public health emergency response including plan development and testing and where necessary secondment for emergencies outside the region</li> <li>• Maintain accurate work records and databases, submitting documents and reports as required</li> </ul>
<b>Team Building</b>	<ul style="list-style-type: none"> <li>• Contribute fully to building and maintaining team activities</li> <li>• Undertake functions as a member of the Health protection Cluster reflecting variations in priorities and workload</li> <li>• Team or individual issues are identified and brought to the attention of the Team Leader</li> <li>• Participate in the orientation of new staff</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Participate in internal meetings to be current with:               <ul style="list-style-type: none"> <li>- Changes in services, policies and procedures;</li> <li>- Organisational performance against objectives;</li> <li>- Other topics of interest</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Inform Team Leader of any issues that may impact on current or future service delivery or reputation of Te Whatu Ora, National Public Health Service</li> <li>• Relevant information for public/clients is available in a user friendly manner and meets accepted quality standards</li> <li>• Effective linkages are maintained with key stakeholders and organisations both internal and external to Te Whatu Ora, National Public Health Service</li> <li>• Effective working relationships are established with the Senior HPO, Medical Officers of Health and other HPOs, both locally and nationally</li> <li>• Participate in activities to provide for the maintenance of professional standards and development of HPOs including attending and providing training</li> <li>• Ensure that Hauora Ā Iwi Ki Te Ūpoko O Te Ika A Māui as a whole is effectively and professionally represented in all settings</li> <li>• All documentation and reports are completed to a high standard, within the required time frame and in accordance with instructions</li> </ul>
<b>Clinical/Technical Practice</b>	<ul style="list-style-type: none"> <li>• Support other staff</li> <li>• Maintain core HPO skills and work towards developing specialist skills</li> <li>• Participate in on-call roster to provide 24/7 service</li> <li>• All work practices, equipment and work areas comply with infection control protocols</li> <li>• Participate in developing and maintaining protocols/procedures/policies</li> <li>• Ensure Ottawa Charter strategies are effectively used</li> <li>• Ensure that high professional, ethical and statutory requirements are met and that conflicts of interest are identified and reported to the Team Leader</li> <li>• Informing the Team Leader of workload and time conflicts as they arise</li> <li>• Remain familiar with current best practice</li> <li>• Designated officer relationships with Medical Officers of Health, the Ministry of Health and other agencies are maintained</li> <li>• Meet the obligations if any appointments and designations (e.g. as an officer of the Director General of Health)</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Liaise with Senior HPO for professional development</li> <li>• Participate in identifying and meeting personal training needs and pursuing opportunities to develop new knowledge and skills</li> <li>• Present a professional image and be a positive role model</li> <li>• Constructively participate in the performance appraisal process</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Displays commitment through actively supporting all health and safety initiatives</li> <li>• Ensure all staff maintain adequate safety standards on the job through consultation, training and supervision</li> <li>• Ensures own and others safety at all times</li> <li>• Complies with policies, procedures and safe systems of work</li> <li>• Reports all incidents/accidents, including near misses in a timely fashion</li> <li>• In involved in health and safety through participation and consultation</li> </ul>
<b>Quality</b>	<ul style="list-style-type: none"> <li>• Demonstrate understanding of the importance of quality and be actively involved in quality improvement</li> <li>• Identify quality issues and action processes to address them</li> <li>• Participate in setting, implementing and monitoring appropriate quality targets and initiatives for the team and Hauora Ā Iwi Ki Te Ūpoko O Te Ika A Māui</li> <li>• Carry out work to a high level of quality in a timely manner</li> </ul>

**Treaty of Waitangi**

- Service activity, development and implementation are undertaken in accordance with the provisions of the Treaty of Waitangi – partnership, protection and participation
- Consultation is undertaken with appropriate Iwi and Maori communities

**Date Effective:**

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**Manager's Signature:**

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**Employee's Signature:**

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