

Position Description

Chief Clinical Advisor

Team	COVID-19 Response		
Group	COVID-19 Response		
Directorate	COVID-19 Health System Response		
Manager	Group Manager COVID-19 Response		
Location	Wellington		
Direct reports	0	Indirect	0
Delegation authority	HR	Level 0	Finance Level 0
Date	June 2021	Job band	21D
Security Clearance	TBC		

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

The COVID-19 Health System Response Directorate provides oversight of all activities contributing to the Ministry's COVID-19 response. It is led by the Deputy Chief Executive COVID-19 Health System Response and is accountable for the Ministry's COVID-19 plan.

The COVID-19 Health System Response Directorate is comprised of key functions including:

- Public Health Advisory
- Strategic Partnerships
- Testing Strategy
- Contact Tracing
- Supply Chain
- Border Operations
- Managed Isolation & Quarantine
- Reporting, Monitoring & Risk Assurance
- Programme Management & Planning
- Intelligence
- Public Health Surveillance
- Science & Technical Advisory
- Response & Coordination

These functions work in close collaboration to ensure seamless delivery of the Ministry's COVID-19 response. They also support the wider All of Government response to COVID-19.

About the Response Group

The purpose of the COVID-19 Response group is to operationally manage and coordinate the overall health response to COVID-19. This group will focus on shorter term operational matters and have the following key functions:

- Response & Coordination – acting as the single point of contact for any COVID-19 related queries: triaging, prioritising, responding, delegating, escalating and coordinating incoming and outgoing COVID-19 related matters.
- Incident Response & Coordination – preparation and coordination for activating and deactivating the Incident Management Team (IMT) for COVID-19 specific responses; and being the key interface with the IMT during times of activation.

Position purpose

The role of Chief Clinical Advisor is to provide senior clinical strategic advice and guidance to the Group Manager, Deputy Chief Executive and senior leadership team in the development and delivery of COVID-19 public health strategy and design, service development, programme management and policy advice.

What you'll do

- Provide senior clinical leadership advice, support and oversight across the work programme, with a focus on COVID-19 public health development, to ensure all work is informed by high quality clinical and public health expertise
- Use expertise and leadership to contribute to the delivery of key work programmes and projects relating to COVID-19 public health outcomes
- Participate in cross-Ministry and sector projects/programmes, providing leadership in COVID-19 and identify best implementation practice nationally and internationally and use this information to inform advice as appropriate
- Identify opportunities for the improvement of data collection, analysis and reporting in the health sector and recommend practical solutions

- Provide leadership for COVID-19 projects and programmes, 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
- Represent the Ministry at government agency meetings and other agreed forums
- 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
- Professionally link and ensure strategic alignment with clinical leaders in the Office of the Chief Clinical Officers and the Office of the Director of Public Health.
- Prepare/review/quality control papers and reports for the Deputy Chief Executive, Group Manager and senior leadership team
- Build collaborative and positive relationships across the Directorate, Ministry, the wider health sector, government and external stakeholders, including All of Government stakeholders
- Ensure all our work reflects our responsibilities to the priority of equity and meeting Treaty of Waitangi obligations

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: Technical Leader

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

Lead self	Lead others	Lead the Ministry
<ul style="list-style-type: none"> • Be an exemplar of the Ministry's desired culture and Public Sector Spirit of Service • Navigate complexity and ambiguity to deliver technical outcomes • Continuously develop and improve your technical expertise in line with relevant industry/sector trends 	<ul style="list-style-type: none"> • Champion an inclusive, diverse and safe workplace where people thrive • Provide support to peers within your team and across the Ministry • Convene and collaborate with key stakeholders and customers within the Ministry and internally 	<ul style="list-style-type: none"> • Demonstrate stewardship through the way you engage with the health and/or public sector stakeholders, building their trust and confidence in the Ministry • Lead and shape innovative solutions for the Ministry and wider sector in your area of technical expertise • Draw on data, insights and critical thinking to make sound decisions and recommendations for the Ministry • Ensure you understand the Ministry's strategy and vision and how your role fits in to the bigger picture • Take a systems view of the work you're responsible for and ensure you understand the broad connections and impact of your work • Ensure you understand and adhere to the Ministry's policies and processes that are relevant to the work you deliver

Leadership Success Profile

Te Kawa Mataaho 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 leadership competencies are particularly relevant to your leadership role. The leadership competencies are underpinned by the leadership characters in the LSP.

Leadership Competencies	Leadership Characters
<ul style="list-style-type: none">Leading strategicallyLeading with influenceEngaging othersAchieving ambitious goalsEnhancing Ministry performance	<ul style="list-style-type: none">CuriousHonest and CourageousResilientSelf aware and agile

You can find further information on the LSP here:

<https://www.publicservice.govt.nz/resources/leadership-success-profile>

Public Service Purpose / Te Aronga o te Ratonga Tūmatanui

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa

i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i ōna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki

<https://www.publicservice.govt.nz/about-us>

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at <https://www.publicservice.govt.nz/about-us>

Your health, safety and wellbeing

At the Ministry of Health we expect all of our Technical Leaders 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

Diversity and Inclusion

The Ministry of Health welcomes and supports people of all gender identities, ages, ethnicities, sexual orientations, disabilities and religions. A requirement of this role is to actively support and promote our diversity and inclusion principles.

What you'll bring to the role

- Extensive clinical experience and expertise in either general practice or public health medicine, with appropriate tertiary level professional qualification. Hold a registered medical practitioner current Annual Practising Certificate and vocational registration as a specialist medical practitioner in a relevant speciality (FRNZCGP, FNZCPHM, FAFPHM, FRACMA or similar)
- Significant health practice experience in culturally diverse communities
- Experience and expertise in at least one of: medicine, public health, primary health care, nursing, quality improvement, Maori health, Pacific health, allied health, and or DHB clinical care
- Knowledge of Whānau Ora approaches to Māori health, Māori models of health and working in a Māori context and/or Pacific health
- Proven ability to write and talk about complex clinical and technical issues clearly and concisely
- Significant experience working to improve public health outcomes, reduce inequities and improve the health of communities living in New Zealand
- Proven ability to tailor complex messages to a range of audiences including clinical, government, executive/senior managers and the public
- Indepth understanding of New Zealand cultures, communities and perspectives on public health
- Indepth understanding of, and commitment to, the principles of the Treaty of Waitangi, and the Ministry's role in improving outcomes for Māori
- Strong understanding of the parliamentary process and the ability to apply good judgement and political nous
- Proven ability to work effectively in teams, and to achieve outcomes from a position of influence rather than control
- Ability to coach and mentor staff
- Excellent interpersonal relationship abilities
- Excellent analytical and strategic skills
- Knowledge and experience of public health approaches that impact on health inequities