



TE RŪNANGA O TOA RANGATIRA

Job Description

Role Title	Registrar – Population Health
Organisation	Ora Toa PHO
Business Unit/Team	Population Health
Location	Te Runanga o Ngati Toa Rangatira Inc, 24/26 Ngati Toa Street, Takapūwāhia, Porirua
Reporting to	Clinical Lead – Population Health
Direct Reports	N/A
Delegated Authority	N/A
Effective Date:	July 2023

Functional Relationships

Internal	<ul style="list-style-type: none">• Direct line manager• Senior leadership team• Peers/colleagues• Rūnanga employees• Iwi members and representatives
External	<ul style="list-style-type: none">• Customers / clients• Partner businesses / organisations• Local & central government organisations• Vendors, service providers and consultants

Strategic Foundation

Ā upane ka upane whiti te rā!	Advancing together into a brighter future.
-------------------------------	--

Moemoeā [Our Vision]

Kia tū ai a Ngāti Toa Rangatira; Hei iwi toa, hei iwi rangatira	Ngāti Toa is a strong, vibrant, and influential iwi, firmly grounded in our cultural identity and leading change to enable whānau wellbeing and prosperity.
---	---

Whaingā [Mission]

Mana Motuhake	Empowering our whānau, reclaiming our iwi self-determination, revitalising our environment; through leadership, innovation, connectedness and exercising our rangatiratanga.
---------------	--

Tikanga [Core Values]

Manaakitanga	Enhancing mana through excellence, generosity, and hospitality
Kotahi Tātou	Inspiring unity and connection
Whakatau Tika	Acting with honesty and integrity
Kaitiakitanga	Sustaining our people and resources
Wairuatanga	Our connection to te ao wairua
Whanaungatanga	Connectedness and kinship
Ahi Ka	Sustainability of our Ngāti Toatanga
Rangatiratanga	Visionary and courageous leadership

Strategic Domains

Ngāti Toa Rangatiratanga	Our Culture and Identity
Oranga	Our Wellbeing
Ohanga	Our Prosperity
Te Ao Tūroa	Our Environment
Whai Mana	Our Organisation

Te whāinga o te mahi [Purpose]

The Registrar- Population Health will have the opportunity to support the Clinical Lead – Population health on specific strategies that align to the locality programme for the rōhe of Porirua.

Dependent on experience and confidence, you may be required to lead and manage a variety of pieces of work that are in line with your expertise.

You will work with key leaders of the locality programme (including those of Tū Ora and Ora Toa) to deliver outcomes to align with the aspirations of the locality, Pae Ora (Healthy Futures) Act and improving population health outcomes.

You will be a dynamic, passionate, and dedicated training population health clinician who has the ability to navigate business and clinical environments ensuring that a systems and strategic approach is taken to achieve our collective aspirations.

Te arotahi matua [Role Deliverables]

You will be expected to:	You will achieve this by:
Apply strategic thinking across areas of expertise	<ul style="list-style-type: none"> - Keeping abreast of new and emerging trends, developments and studies associated with achievement of population health outcomes,

	<ul style="list-style-type: none"> - Ensuring that te Tiriti o Waitangi principles and outcomes are central to the theorising and strategizing of any interventions, - Applying an equity based perspective from a bi-cultural view within a multi-cultural environment - Identify barriers, opportunities, successes, and areas for improvements that can aid better health outcomes for all. - Takes a systems view of the work undertaken, to help understand the broad connections and impact of the work being undertaken, - Draws on data, insights, and critical thinking to make sound decisions and recommendations. This may involve navigating complexity and ambiguity to deliver technical outcomes.
Create professional enduring relationships	<ul style="list-style-type: none"> - Ensuring that Ngāti toa values and tikanga are embedded into practices and relationship building, - Enhances the capability of the team through provision of coaching, mentoring and quality improvement advice as they carry out their work. - Taking an intersectional approach to population outcomes through multidisciplinary relationships. - Working collaboratively in a way that encourages and facilitates mana motuhake and collective impact outcomes. - Working collaboratively with key stakeholders that fosters goodwill, mana, and wellbeing.
End to end programme management coordination and reporting	<ul style="list-style-type: none"> - Contributes to the delivery of the work programme, providing specialist advice and support to the clinical lead and others, - Ensuring all reporting aspects of the programme and relevant compliance activities and requirements are adhered to, - Completing the key achievements and milestones of the work programme.

All employees	
Health and Safety: To recognise individual responsibility for	<p>All Level Managers</p> <p>Lead a safe and healthy workplace at Te Rūnanga o Toa Rangatira Inc by:</p>

<p>workplace Health and Safety under the Health and Safety at Work Act 2015</p>	<ul style="list-style-type: none"> • Following and implementing, monitoring, and ensuring compliance with all H&S policies and processes • Timely escalation of issues to Risk Register as required • Planning, organising and managing H&S activities directed at preventing harm and promoting wellbeing in the workplace • Early and accurate reporting of incidents at work and raising issues of concern when identified. <p>All Employees Contribute to a safe and healthy workplace at Te Rūnanga o Toa Rangatira Inc by:</p> <ul style="list-style-type: none"> • Following and complying with H&S policies and processes; applying them to own work activities, including using/wearing Personal Protective Equipment as required • Participating in activities directed at preventing harm and promoting well-being in the workplace • Identifying, reporting and self-managing hazards where appropriate • Early and accurate reporting of incidents at work and raising issues of concern when identified.
<p>Coach and Mentorship</p>	<p>All Level Managers and Employees Provide leadership from where you are in building the capability of Iwi employed staff at the Rūnanga by:</p> <ul style="list-style-type: none"> • Contributing to coaching and mentoring your fellow colleagues • Sharing your skills and experience to build capability and capacity • Participating in activities that lifts the overall capability of all Rūnanga staff

Ngā matatau [Behavioural Competencies]	
Upholds the vision and values	People centred
Safety and quality focused	Contributes to team success
Upholds professional and work standards	Takes initiative and furthers innovation
Te reo Rangatira and tikanga	

Ngā tohu mātauranga, tiwhikete, akoranga mahi-ā-rehe, whakangungu [Qualifications, Certifications, Training & Experience Required for the Role]		
	Minimum	Preferred
Qualifications	<ul style="list-style-type: none"> • A medical degree (MBChB or recognised equivalent), as well as a master's in public health (MPH). 	<ul style="list-style-type: none"> • Post graduate degree or experiential equivalent

	<ul style="list-style-type: none"> • Registration in general scope with the Medical Council of New Zealand. • Te Reo Proficiency: Beginner, Intermediate • Full Driver's Licence 	<ul style="list-style-type: none"> • Te Reo Proficiency: Intermediate, Advanced • Enrolled in a Vocational Training Programme in the field of Public Health Medicine
Skills and Experience	<ul style="list-style-type: none"> • Has completed at least one year of Advanced Training, including a placement in a Public Health Unit. • Has experience applying critical thinking and using sound judgement to develop options and provide advice. • Participation in a multi discipline team • Demonstrates a strong understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way. • MS Office Proficiency: Intermediate • IT Systems Proficiency: Intermediate • Highly organised with excellent attention to detail • Able to work with discretion and sensitivity 	<ul style="list-style-type: none"> • Leadership of a multi discipline team • MS Office Proficiency: Advanced • IT Systems Proficiency: Advanced

I confirm that I have received a copy of this job description, have read it, understand it, and will adhere to the requirements it details. I understand that there may be minor additions or changes to this in line with the needs of our work. I also understand that if there are any major changes to the requirements of my role I will be consulted.

Employee Name

Employee Signature

Date Signed

Start Date in Role