



Position Description – Programme Manager

Reports to:	Chief Executive
Location	Wellington (although with flexibility for remote working)
Hours required:	32 hours per week with flexibility across days
Direct Reports:	None

About Us

Te Kahū Pairuri o Aotearoa - Hospice New Zealand exists to support the hospice movement in order that everyone in New Zealand may access quality palliative care. Established in 1986, Hospice New Zealand is actively involved in advocacy and raising awareness, education, workforce development, establishing standards of healthcare, and providing information and advice to hospices, stakeholders and to the general public. Hospice New Zealand supports and helps hospices nationwide to provide holistic care and support to those with life limiting conditions, in order that they can live every moment.

Te Kahū Pairuri o Aotearoa - Hospice New Zealand Strategic Purpose

Hospice New Zealand leads and supports the hospice movement in New Zealand, working to ensure equity of access and consistent delivery of palliative and end of life care for all in New Zealand.

Hospice New Zealand's work focuses on contributing to the following goals:

1. Extending the provision of palliative care services – a wider range of people in a wider range of places receive hospice services and support.
2. A transparent, equitable and sustainable funding model is developed and applied across the sector.
3. Enhancing value for members – take leadership nationally on a diverse range of issues.
4. Creating, extending, and enhancing community relationships – enabling powerful and collaborative relationships with community.

Role Purpose

Te Kahū Pairuri o Aotearoa - Hospice NZ plays an important role in supporting and advocating for the hospice sector in New Zealand, and in so doing aims to ensure everyone in NZ who needs it has access to appropriate and high-quality palliative care. This role supports these objectives by developing and managing key projects that achieve the strategic goals of Hospice NZ and the hospice sector, with the aim of enhancing access, equity of outcomes, quality, and sustainability of hospice services in Aotearoa New Zealand.

An important aspect of the role is to ensure Hospice NZ and member hospices are kept informed about health and social care developments within NZ and, where relevant, internationally, including the health reforms and government policy. The role also supports the wider work of Hospice NZ including the data, quality and education programmes working in collaboration with other Hospice NZ staff, member hospices and other key stakeholders.

Key Relationships

Internal:

- HNZ Chief Executive
- HNZ team
- HNZ Board

External:

- Members of Hospice NZ
- Key palliative care sector groups – e.g., PCNNZ, ANZSPM, Hospital Palliative Care
- Wider health care groups and associations – e.g., Aged Care Association, Te Ora
- Various teams within Te Whatu Ora – Health NZ, Te Aka Whai Ora – Māori Health Authority, and Manatū Hauora – Ministry of Health and other relevant regulatory bodies
- International organisations such as Palliative Care Australia, Hospice UK

Key Role Responsibilities

Key areas of responsibility include but are not limited to:

Project management

- Provide project management, advice, and reporting for key Hospice NZ projects, including:
 - Hospice Service Design and Sustainability Project
 - National Hospice Data Commons
 - Hospice pay parity/equity project
- Work collaboratively with the Education Programme Facilitator to provide project management advice, support the further develop the Hospice NZ Knowledge Hub, identify any areas of need that would benefit from a nationally standardised approach, and contribute to the review of current packages or programmes.
- Work collaboratively with the Data Analyst and Administrator to provide project management advice, support the analysis and reporting of data and further develop Hospice NZ's data informed approach to advocacy, service developed and evaluation.
- Contribute to the programme of work related to the Hospice NZ Standards for Palliative Care and quality improvement.

Research and Policy advice

- Research and report on significant developments in hospice and palliative care nationally and internationally and provide advice on where and how these developments are applicable to hospice within a New Zealand context.
- Monitor, analyse and interpret relevant key Government policy that impacts on the palliative care sector in New Zealand and provide advice to HNZ and member hospices on how best to respond to policy developments.
- Monitor developments and provide advice to HNZ and member hospices on the Health and Disability Reforms.
- Maintaining a watching brief on developments within the health and social care sector in NZ, from government to service delivery, and provide advice on important changes and initiatives relevant to Hospice NZ and the hospice sector.

Other areas of support

- Support advocacy and awareness for hospice and palliative care at a national level across all settings and all of health services, with a focus to address equity and access particularly for Māori and underserved communities.
- Provide advice, data, and information to support other Hospice NZ workstreams and projects.

Qualifications, Experience and Attributes

It is essential that you have:

- Tertiary qualification in a relevant field or equivalent experience in the health or public sector.
- Previous knowledge and experience in the health sector, ideally in palliative care
- Previous project management experience
- Research and policy analysis experience
- Previous experience in applying critical thinking and using sound judgement to develop options and provide advice
- Strong written and oral communication skills with the ability to tailor complex messages to a range of audiences
- An ability to deliver work to a high standard, manage time effectively, and ensure all work is completed within the required timeframes
- The ability to work in an environment where priorities can change, and where there may be ambiguity to navigate
- The ability to work in a team environment and autonomously
- Excellent interpersonal skills and can build effective relationships within Hospice NZ and a wide range of stakeholders from a variety of backgrounds

It would advantageous if you had:

- Project management qualification
- Experience of the unique environment of a not-for-profit organisation

Professional Competencies

- Ability to establish and grow professional relationships
- Proven ability to communicate with all levels of stakeholders in both a written and verbal context
- Strategic thinker with an ability to find new and innovate solutions
- Demonstrable planning and organisational abilities
- Ability to manage multiple projects simultaneously
- Understand the role of an advocacy organisation

It would advantageous if you had:

- Connections and existing relationships at a national level with health care and palliative care

Personal Attributes

- A belief in the values of the Hospice movement
- Self-motivated with plenty of initiative
- Comfortable undertaking “day to day” tasks as well as “big picture” thinking
- A willingness to multitask in a small team environment
- Diplomatic and sensitive to the needs of stakeholders
- Hardworking and helpful
- Collegial and approachable with a commitment to team outcomes
- Genuine and authentic
- A sense of humour and fun

Due to the dynamic nature of our organisation, the tasks and responsibilities noted in this role description may well change from time to time, to meet the needs of the organisations and hospices we support. As a result, it is expected that the person in the role recommends and/or is prepared for changes to the role and this description of it. Any ‘material’ changes will be mutually agreed between the parties and noted in writing.