



MINISTRY OF SOCIAL DEVELOPMENT

Te Manatū Whakahiato Ora

POSITION DESCRIPTION

Position:	Principal Health Advisor
Location:	National Office
Business Unit:	Work and Income
Group:	National Operations
Reporting to:	General Manager, National Operations
Issue Date:	January 2007
Delegated Authority:	Financial
Staff Responsibility:	Dotted line responsibility for regional health advisors

Our Role

The Ministry of Social Development (MSD) is the lead agency for the social sector. We help the Government to set priorities across the sector, co-ordinate the actions of other social sector agencies and track changes in the social wellbeing of New Zealanders.

The Ministry provides policy advice, and delivers social services and assistance to children and young people, working age people, older people, and families, whānau and communities. We work directly with New Zealanders of all ages to improve their social wellbeing.

We serve over a million people, working out of more than 250 centres around the country. It is likely that every New Zealander will come into contact with the Ministry at some point in their life.

Our work, together with our social sector partners, is essential to achieving a sustainable and prosperous future, where all New Zealanders are able to take responsibility for themselves, be successful in their lives and participate in their communities.

Our Principles

MSD People: Put people first | Team up together to make a bigger difference | Act with courage and respect | Empower others to act | Create new solutions | Are 'can do', and deliver | Honour achievement

Above all, we do the right things for New Zealanders.

Position Description Approved By:

Director HR, Work and Income

Date:/...../.....

Deputy Chief Executive, Work and Income

Date:/...../.....



Work and Income
Te Hiranga Tangata

A service of the Ministry of Social Development

Group:

Work and Income, National Operations is responsible for the co-ordination of the development of national standards, service delivery enhancements and provides information management, reporting analysis and quality assurance functions. The role of Work and Income National Operations is to support the Deputy Chief Executive and the relevant General Managers in leadership and management of our regional operations.

Purpose of the Position:

The role of the Principal Health Advisor will provide strategic leadership that ensures Work and Income works effectively with people with ill health receiving benefit or at risk of receiving benefit long term.

The Principal Health Advisor will develop and lead initiatives that will support people with ill health into sustainable employment, where appropriate, and oversee these initiatives at a national level. This role is a start-up position and must therefore consider Work and Income's service design, facilities, communication and resourcing.

The Principal Health Advisor will provide expert advice from a medical perspective that ensures alignment with the health sector, the goals of Work and Income and ensures the development of a consistent service.

The role will require effective collaboration with the Principal Disability Advisor as many of the issues within the health and disability area will overlap.

The Principal Health Advisor will lead key staff within Work and Income to develop and document medical policy, operational guidelines and provide advice to regional staff where required.

The Principal Health Advisor will also provide professional leadership and advice to regional health advisors.

Working Relationships

Internal:

- Deputy Chief Executive, Work and Income
- Principal Disability Advisor (national office)
- Work and Income Executive
- National Office managers and staff
- Regional Commissioners/Regional Directors
- Health Welfare Services Manager
- Regional Health Advisors
- MSD Policy managers and staff
- Other Regional Office and Service Centre staff

External:

- General Practitioners
- Contracted health and disability providers
- Specialist Advisors including Designated Doctors
- Relevant medical associations and professional bodies
- Medical professionals within DHBs and other relevant government agencies

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Key Accountabilities:

Key Result Area	Accountabilities
<p>Lead strategic contribution to medical related policy and services</p>	<ul style="list-style-type: none"> • Develop operational policy in conjunction with the Operational Policy team by participating in project teams and reviewing and approving any proposed policy that may involve a medical issue • Ensure operational policy and procedures comply with the intent of legislation, best practice and recognised expert medical opinion • Lead Work and Income in the development of services, including appropriate client assessment models and services • Develop strategies and specific initiatives aimed at supporting people with ill-health and disability • Provide input into legislation development as it relates to medical policy • Advise on the selection, implementation and use of appropriate sickness and invalid duration guides within Work and Income • Ensure alignment and where appropriate, integration with strategic disability issues • Provide ongoing reporting and monitoring to the Executive.
<p>Provide medical advice</p>	<ul style="list-style-type: none"> • Provide expert medical advice on issues • Provide expert medical advice in relation to legislative changes affecting the functions of Work and Income and the wider Ministry • Advise on the preparation of client case reviews on medical grounds to assess whether it highlights deficiencies in the current practices and advise on appropriate remedial action • Provide expert advice to regional health advisors on individual cases as required • Advise on client entitlements requiring significant expenditure eg one-off procedure pricing.
<p>Provide leadership to Work and Income regional staff</p>	<ul style="list-style-type: none"> • Regional Commissioners/Regional Directors receive timely and relevant advice on policy interpretation, service design and relationship management • Provide professional leadership and mentoring for Regional Health Advisors to ensure the advice given and decisions made at a regional level are consistent with the relevant policies and guidelines • Oversee the professional development requirements for Regional Health Advisors to ensure that best practice information is shared, emerging issues are resolved and that advisors keep abreast of changes in policies, procedures and other relevant information • Participate in the selection, induction and achievement reviews for Regional Health Advisors as appropriate.

<p>Convene expert panels</p>	<ul style="list-style-type: none"> • Convene expert panels as required to develop consistent, credible policy positions on contentious medical issues relating to client support and benefit entitlement • Ensure the recommendations from the panels are incorporated into policy and related services and effectively communicated to interested parties.
<p>Stakeholder management</p>	<ul style="list-style-type: none"> • Establish effective working relationships with key external stakeholders within the medical profession and other government agencies • Develop and oversee appropriate communication strategies for new policies and initiatives within the health and disability area that require effective stakeholder engagement
<p>Represent Work and Income</p>	<ul style="list-style-type: none"> • Represent Work and Income in specialist/expert committees and other government and quasi-government committees as requested relating to medical policy • Provide expert advice to Work and Income on complex medical conditions and complex treatment • Advise on evolving trends in medical conditions that impact on Work and Income's future liability risk • Develop and maintain relationships with appropriate external bodies

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Technical/Professional Knowledge and Experience

- Vocationally registered medical practitioner (with preferred areas of vocational registration including occupational medicine, rehabilitation medicine or medical administration)
- Experience in health management, work capacity and rehabilitation
- An understanding of the legislation, policy and procedures relating to the provision of social security benefits in New Zealand

Attributes/Success Factors

- Leadership
- Relationship management and networking
- Ability to work collaboratively
- Ability to analyse information and provide robust defensible recommendations and develop policy
- Excellent written and oral communication skills

Other Requirements

- Willing to travel to fulfil job requirements
- Sensitivity to issues related to equity, people with disabilities and cultural and social needs
- Knowledge of and commitment to the Treaty of Waitangi, Equal Employment Opportunities, and Occupational Health and Safety and an ability to apply these
- Commitment to quality and ongoing professional and personal development
- Enthusiasm for a team based approach to achieving goals and objectives