

Position Description

Mana Ake Practice Lead

SECTION A

POSITION: Mana Ake Practice Lead

REPORTS PROFESSIONALLY TO: Mana Ake Programme Lead

REPORT OPERATIONALLY TO: CCN Executive Director

SECTION B

POSITION PURPOSE	This position will support the Mana Ake Programme Lead in coordinating the progressive co-design, improvement and implementation of Mana Ake – Stronger for Tomorrow initiative. This position will have a focus on providing practice guidance, induction and oversight to Mana Ake kaiarahi (team leaders) and kaimahi (workers), employed across the Mana Ake provider network, supporting evaluation and monitoring and enhancement of the service response.
DIMENSIONS	<p>Staff: The Mana Ake Practice Lead does not have any direct reports but provides oversight to Mana Ake kaiarahi across the Mana Ake provider network.</p> <p>Budget responsibility: The Mana Ake Practice Lead does not have any budget responsibilities but supports overall budget management.</p>
FUNCTIONAL RELATIONSHIPS	<p>Internally:</p> <ul style="list-style-type: none">• Mana Ake Programme Lead• Mana Ake Implementation Lead• CCN Executive Director• CCN Programme Office team• CCN Mana Ake Service Level Collaborative <p>Externally:</p> <ul style="list-style-type: none">• Mana Ake Providers• Mana Ake Kaiarahi and Kaimahi• Te Whatu Ora Waitaha departments such as Planning &• Funding, Business Development Unit, Decision Support etc.• Mana Ake Partners – Ministry of Health, Ministry of Education, Schools/kura, Police, Oranga Tamariki etc.• As required other advisors, consultants, media, political representatives, stakeholders, other sector participants and people across Waitaha Canterbury.

SECTION C

KEY TASKS AND RESPONSIBILITIES:

Achievement of the position objective will involve the following key tasks:

Key Areas of Accountability	
Service design development and continuous quality improvement	<ul style="list-style-type: none"> Seek, coordinate and respond to evaluation of and feedback regarding service delivery by working with key partners to update the Service Guidelines and identify training and development opportunities for Mana Ake kaimahi.
Practice guidance and oversight	<ul style="list-style-type: none"> Work with key sector partners, kaiarahi, team leaders and supervisors to ensure Mana Ake kaimahi are supported to deliver evidence informed services and ensure staff receive appropriate induction and training.
Risk and complaint management	<ul style="list-style-type: none"> Lead the assessment and management of risk for Mana Ake service delivery. Work with schools/kura to manage feedback and investigate and resolve complaints.
Relationship Management	<ul style="list-style-type: none"> Maintain a close and functional working relationship with the Mana Ake Programme Lead and team members, providers, key sector partners and Mana Ake kaiarahi.
Outcomes Framework / Evaluation and Monitoring	<ul style="list-style-type: none"> Ensure alignment of service delivery against the evaluation framework. Identify gaps and opportunities for service monitoring and evaluation.
Mana Ake co-design	<ul style="list-style-type: none"> Work alongside Mana Ake partners to ensure alignment to the collective vision and commitment to a collaborative approach.
Service improvement and collaboration	<ul style="list-style-type: none"> Facilitate and support change and service improvement across the system. Support relationships, consolidate activity to reduce duplication and 'siloed' work development. Articulate CCN principles and a collaborative way of working across Mana Ake partners creating a sense of purpose and commitment to identifying and delivering agreed outcomes. Provide leadership to the sector and operate in a collaborative and principled manner. Build and support commitment of Mana Ake partners to a common purpose.

Project management tools development/enhancement	<ul style="list-style-type: none"> Develop, enhance and support utilisation of simple project management templates and tools to enable: <ul style="list-style-type: none"> Good planning Consistency of planning, reporting and achievement of outcomes Communication with stakeholder groups Accurate and timely reporting Timely progress of Mana Ake deliverables and implementation.
Health and Safety	<ul style="list-style-type: none"> Comply with responsibilities under the Health and Safety at Work Act 2015.
Any other duties	<ul style="list-style-type: none"> Undertake other duties as directed by the Mana Ake Programme Lead or CCN Executive Director from time-to-time. Such duties are carried out in a timely, accurate manner and in accordance with organisational policies and procedures.
<p>The tasks defined above are indicative and may change from time to time as the needs, priorities and objectives of Mana Ake/ CCN changes. Accordingly, the position will undertake any other tasks and duties as agreed from time to time with the Mana Ake Programme Lead or CCN Executive Director subject to provision of appropriate training.</p>	

SECTION D

Qualifications and Technical Skills	Essential	Desirable
Experienced mental health practitioner with at least five years' experience in a community setting (NGO/school)	✓	
Current Full Driver's License	✓	

Experience:	Essential	Desirable
A high level of strategic development, facilitation, relationship management and facilitation skills	✓	
Experience in researching and analysing relevant information relating to practice development, proposing appropriate options and enabling quality decisions to be made	✓	
Leadership experience in a community setting (NGO/school/kura)	✓	
Experience in producing clear and concise written communication	✓	
Experience in effective relationship management and building collaboration across multiple parties	✓	
The ability to analyse current state and generate creative and practical solutions to problems	✓	

Experience working across agencies and establishing effective cross-sector relationships	✓	
Expertise in leading one or more significant change initiatives	✓	
A proven track record leading and driving positive change	✓	
Experience working with children experiencing mental health concerns, and their families/whānau	✓	
A working understanding of equity with experience improving access to services for Māori, Pacific, deprived and CALD communities	✓	

Personal Attributes:	Essential	Desirable
Operate with a high degree of personal integrity and drive	✓	
Well-developed problem-solving skills and ability to manage complexity and conflict	✓	
Strong written and verbal communication skills	✓	
Well-developed relationship building and stakeholder management skills	✓	
Ability to handle ambiguity and inconsistency associated with rapidly changing environments	✓	
High levels of personal initiative and a focus on results	✓	