

# Position Description

<b>Position title</b>	Project Manager
<b>Organisation</b>	Society of Youth Health Professionals Aotearoa New Zealand (SYHPANZ)
<b>Reports to</b>	Director of Operations
<b>Governance</b>	SYHPANZ Chair and Executive Committee

## ABOUT THE ORGANISATION

The Society of Youth Health Professionals Aotearoa New Zealand (SYHPANZ) works to advocate, promote, and enhance the development of all aspects of youth health, including clinicians and practitioners, and service development and provision for young people in Aotearoa New Zealand.

## VISION

All young people thriving in Aotearoa New Zealand.

Te Ūkaipō

**“Te hoki atu ki te wāhi i ahu mai koe, te wāhi i whāngaitia e koe hei oranga mōu mō te rerenga ki mua”**

*To return to the place of your origin, the place where you can be nourished and sustains you for the journey ahead*

## MISSION

To promote and enhance the development of youth health practitioners and services for young people in Aotearoa New Zealand.

## VALUES

- **Tino Uaratanga:** Recognise and acknowledge each other’s aspirations, hopes, goals and dreams that aim to mutually encourage our potentiality in a mana enhancing approach.
- **Wairua** Work collaboratively that enhances individual uniqueness and inclusiveness in all endeavours where each member can benefit.
- **Aroha:** Share respect, transparency, honesty, and constructive and timely communications to foster meaningful korero in all dealings with each other.
- **Whakapapa:** Connect to our foundations for the journey ahead that ensures we connect the past, the present, and the future.
- **Rangatiratanga:** Optimise the value and benefit of kaupapa for organisations that work with rangatahi.
- **Whanaungatanga:** Support each other in finding the most effective ways to deliver in a sound and timely manner upon the requirements of any collaboration.
- **Te Reo:** Recognize and respect the cultural identities and attitudes of others, and safely meet their needs, expectations and rights.
- **Manaakitanga:** Value Tikanga and consistency for each person to set its approach to potential issues of conflict between them as work progresses.
- **Ōritetanga:** Share work equitably and reasonably, strengths are supported and developed, and consistent with agreed arrangements and ongoing negotiations.

## MAIN PURPOSE OF THE POSITION

SYHPANZ is looking to appoint a part time project manager at 0.5 FTE for a one-year contract, with renewal possibilities, to provide management of SYHPANZ project to develop and implement a SBHS workforce development and support plan.

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## WHAT YOU ARE EXPECTED TO DELIVER

<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Develops project plan(s) to monitor and track progress which includes timelines, KPIs and the delivery of these</li> <li>• Ensure that all projects are delivered on-time, within scope and within budget</li> <li>• Manage changes to the project scope, project schedule and project costs using appropriate verification techniques</li> <li>• Create and maintain comprehensive project documentation such as spreadsheets, diagrams and process maps to document needs</li> <li>• Coordinate and facilitate timely support for meeting arrangements. All meetings (including virtual) are well attended and needs of the project members are met</li> <li>• Measure project performance using appropriate tools and techniques</li> </ul>
<b>Analysis and Reporting</b>	<ul style="list-style-type: none"> <li>• Coordinate and facilitate high quality information and analysis to and from projects in advising on youth services and youth outcomes</li> <li>• Report quarterly to the project contractors including activities undertaken, risks, and issues and mitigation strategies and budget tracking</li> <li>• Provide meeting minutes that are recorded accurately and comprehensively and are distributed to all participants within agreed timeframes</li> <li>• Report and escalate to SYHPANZ Executive as needed</li> </ul>
<b>Communication and Relationship management</b>	<ul style="list-style-type: none"> <li>• Manage the relationships with all clients and all stakeholders to ensure they are collaborative and function effectively</li> <li>• Support development of communication plan(s) for the project(s) and maintained over the term of the contract(s)</li> <li>• Youth sector stakeholders are aware of the role and actions/progress as required</li> <li>• Representatives supported to attend meetings and video/tele conferences</li> <li>• Communication with the sector is timely, high quality, and approved by SYHPANZ Executive</li> </ul>
<b>Quality and Risk</b>	<ul style="list-style-type: none"> <li>• Perform risk management to minimize project risks</li> <li>• Validate and document decisions based on knowledge and skills and appropriate referencing</li> <li>• Monitor, promulgate and promote "best practice"</li> <li>• Assist in formulating and reviewing standards, in consultation with SYHPANZ Executive Group and links to relevant groups</li> <li>• Support SYHPANZ in youth research within the projects.</li> <li>• Work within the relevant legal and ethical frameworks.</li> </ul>

## KNOWLEDGE, SKILLS, EXPERIENCE AND CAPABILITIES

<b>Qualifications</b>	<p><b>Essential:</b> Health qualification (preferrable Nursing) Project management principals IT skills</p> <p><b>Preferred:</b> Relevant Youth Health qualifications Relevant Project Management qualifications Relevant IT qualifications</p>
<b>Experience</b>	<p><b>Essential:</b> Experience working within the health sector and intersectorally. Strong project management experience with an understanding of project management methodologies and a clear drive for outcomes</p>

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	<p><b>Preferred:</b> Experience working and/or leading a project for at least 5+years Experience working across professional groups Experience with research</p>
<p><b>Skills and Knowledge</b></p>	<p><b>Essential:</b> <u>Knowledge</u></p> <ul style="list-style-type: none"> <li>• A basic understanding of youth health in NZ with a growth mindset and a willingness to develop.</li> <li>• Able to demonstrate cultural awareness and in particular an understanding of Te Tiriti o Waitangi and Te Ao Māori worldview.</li> <li>• Understands the broader health context and has knowledge of clinical terminology.</li> </ul> <p><u>Skills</u></p> <p>i. Communication</p> <ul style="list-style-type: none"> <li>• Active listening</li> <li>• Talking to others to convey information effectively</li> <li>• Able to distil complicated concepts into easy to understand language, particularly strong in written communication</li> <li>• Communicating effectively in writing as appropriate for the needs of the audience</li> </ul> <p>ii. Problem solving</p> <ul style="list-style-type: none"> <li>• Identifying complex problems and reviewing related information to develop and evaluate options and solutions for Executive</li> <li>• Is flexible, adaptable and has a willingness to take on a wide range of tasks</li> </ul> <p>iii. IT literacy</p> <ul style="list-style-type: none"> <li>• Basic understanding of IT skills and utilisation of programs e.g Office suite, Graphic programs, Zoom, Facebook, Doodle</li> </ul> <p>iv. Time Management</p> <ul style="list-style-type: none"> <li>• Has a strong eye for detail and the ability to work across various workstreams</li> <li>• Able to balance competing demands and manage various project streams</li> <li>• Effective management of one's own time and the time of others'</li> <li>• Able to meet timelines</li> </ul>
<p><b>KEY RELATIONSHIPS</b></p>	
<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• SYHPANZ Chair</li> <li>• SYHPANZ Treasurer</li> <li>• SYHPANZ Executive Committee</li> <li>• Director of Operations</li> <li>• SYHPANZ Staff</li> </ul>	<p><b>External:</b></p> <ul style="list-style-type: none"> <li>• SYHPANZ Members</li> <li>• SYHPANZ Partners eg The Collaborative Trust, PSNZ, Ara Taiohi, ASNG</li> <li>• Stakeholders partners - HNZ, MOE, Te Tatau Kitenga, Youth Advisory Group, Malatest International (Evaluation Service), Francis Health (Model of Care)</li> <li>• Youth Health &amp; Development Sector</li> <li>• Intersectoral Groups supporting Youth</li> <li>• International Networks</li> </ul>