

JOB DESCRIPTION

POSITION DESCRIPTION:	Active for Life Co-Manager
LOCATION:	Sports House Stadium Drive, Albany
PREPARED:	May 2023
SUPERIOR POSITIONS:	Chief Executive Officer General Manager Health
TERM:	40 hours

RELATIONSHIPS EXTERNAL

Te Whatu Ora
Waitemata District Health Board (WDHB)
Auckland Council and Local Boards
Doctors, Practice Nurses, and other Health Professionals
Public Health Nurses
Primary Health Organisations – Procure & Comprehensive Care
Health Agencies
Retirement Villages
Community Leisure Centres and facilities
Community groups
Gyms and Fitness Centres
Regional Sports Organisations / Clubs
Schools

RELATIONSHIPS INTERNAL

Harbour Sport Staff
Harbour Sport Board of Trustees
Volunteers
Green Prescription, Active Families, Pasifika and Strength and Balance Teams

PRIMARY PURPOSES OF THE POSITION

Your primary functional purpose is to seek, participate, be enthusiastic about and collaborate with your colleagues and to achieve agreed key tasks and KPI's.

Your task in Harbour Sport is to, 'own' your role. You are the leader of your own business unit. You are responsible to market and promote your work, to develop and innovate, to ensure all work is done to the Harbour Sport standard, to carry out research and apply best practice, to be accountable for your progress and to evaluate all work and complete it to the highest standard. Harbour Sport values continuous improvement and expects a commitment from 'good to great'.

This is by far the most important aspect of your work in our organisation, and it will determine your remuneration and growth opportunity.

PURPOSE OF THE POSITION

- To manage and report on the Green Prescription and Active Families contracts.
- Oversee overall delivery of the Grx service.
- To lead, manage and develop GRx and Active Families staff to meet KPIs and achieve outcomes.
- To manage key stakeholder relationships in Waitemata
- To develop, monitor and evaluate programmes ensuring continuous improvement and quality control.
- To achieve key performance indicators in line with and GRx contract targets

Key Tasks

Contract Management

- To manage all Active for Life contracts with funders including but not limited to: Te Whatu Ora, ProCare, Comprehensive Care PHO.
- Meet reporting criteria and report to funders (WDHB, Comprehensive Care) as per contracted timeframes: Surveys, Pacific, Nutrition
- Monitor and evaluate the A4L programme by ensuring accurate information/data is collected, collated, and analysed. Feedback to A4L Management.
- Regular liaison and meetings with other stakeholders as required.

Staff Management

- To lead, coach and develop the GRx Staff to meet KPIs and achieve outcomes.
- Involvement in recruitment, induction, and training of Grx, Active Families staff, Bath, and Placement students
- Performance management of GRx/Active Families team members through setting annual KPIs, coaching and monthly 1:1
- Lead/participate and actively contribute to Green Prescription and Active Families team meetings and other manager meetings.
- Supporting in the workflow/rostering of GRx staff and troubleshooting staff issues
- Assist with staff communications (e-cards, case studies, website)

Stakeholder Management

- Manage presentations and promotion of GRx and Active Families service to key stakeholders and deliver where appropriate.
- Manage Grx and Active Families promotion at community events.
- Cardiac Rehab
- Mental Health WDHB
- Healthy Babies Healthy futures
- HDHT

Development of GRx and Active Families Services

- Contribute to the development of the technology used to enhance the GRx and Active Families service (database, text messaging) and staff training for implementation of new technologies.

- GRx App

Active Families/Teens

- Co-ordinate the planning and design of the program for the upcoming term, giving clearance for but not limited to collateral, i.e., booklets, activities, offsite sessions, and graduations.
- Ensure survey collection by participants.
- Monitor and evaluate surveys.

Implementation of programme development

- Complaints from clients and the process around this - liaise with GM Health when or where needed.
- Standardisation, Standardise all 15min 1:1's, Group Consults, Enhanced Service Consults. auditing numbers, spot checking Active cases, UTC #s are they legitimate, monitoring 1st,2nds & 3rds numbers. Auditing discharge reason.
- Monitor and evaluate the Green Prescription programme by ensuring accurate information/data is collected, collated, and analyzed.
- Monitor and Evaluation – Process added for staff doing them/storing/monitoring this and then combining numbers and feeding back into meetings (quarterly) plus following up on negative reviews.
- Monthly survey reporting - negotiate negative feedback with clients and reconcile. GRx post-programme, activity, and graduation survey. Feedback to GM Health
- Promotion to GP clinics and the process cleaned up.
- Cardiac and DSME maintenance
- CRM troubleshooting & Quarterly session input
- Deactivating sessions
- Induction Manual GRx
- Calls
- Review automated texts, emails, and letters (outgoing communications)
- WDHB Outpatients/Promo to hospital services
- Team development and culture building (HLA) quarterly
- HLA Special Projects
- Team development and culture building (HLA) quarterly
- Taking and organise Payment (as well as additional scan packages)
- Organise follow up with client's re-scans at 3months/6months/9months etc- get in contact and GRx Meeting agendas.
- Team development and culture building (HLA) quarterly

PERSON SPECIFICATIONS

QUALIFICATIONS

- Tertiary qualification in Health, Exercise Prescription, Nutrition, Coaching, Community or related.
- Current First Aid certificate

EXPERIENCE

- Managing staff to achieve outcomes.
- Leadership, coaching and mentoring.
- Contract and relationship management

- Promoting healthy lifestyles, sport, recreation in either the health, sport, or recreation sector
- Delivery of group physical activity sessions and/or sport sessions
- Behaviour changes and motivational interviewing training
- Principles of healthy eating and nutrition training
- Monitoring and evaluation and data analysis

COMMUNICATION

- Excellent oral and written communication skills, inclusive of presentation to variety of diverse audiences
- Computer literate and systems orientated (Word, Excel, Internet, Database)

OTHER

- Solutions focused and exhibit initiative.
- An ability to build rapport quickly.
- Ability to manage conflict.
- Ability to influence people.
- Understanding of differing cultures and needs in relation to health, physical activity, and nutrition.
- Awareness of Health Agencies and their services in the region as well as community organisations
- Commitment to ongoing training and professional development
- Time Management skills
- Adaptable and responsive to changing/evolving project.
- Experience/understanding of Project Management principles.
- Ability to work flexible hours (including evenings, occasional weekends)

This job description outlines the main activities of this position, but it is not meant to be an exhaustive list of specific duties and activities. The successful applicant will be expected to undertake any duties which could reasonably be construed as being within the role if directed.