

Job Description

Job Title	Healthy Lifestyle Advisor
Organisation	Harbour Sport
Prepared	May 2025
Location	Sports House, Stadium Drive, Albany
Term	Permanent, Full Time 40 Hours Week

Background

Active for Life is a community-based health initiative made up from the Green Prescription (GRx) and Active Families programmes delivered by Harbour Sport, which support individuals and whānau across Waitematā to lead healthier, more active lives through positive lifestyle changes, primarily through increasing physical activity and healthier eating habits. We serve a diverse, multi-cultural population across all age groups, reflecting the unique communities within the Waitematā region. Clients are typically referred to the GRx programme by health professionals to support the management or prevention of a wide range of long-term conditions, including cardiovascular disease, diabetes, obesity, and mental health challenges. Our Active Families programmes also offer a whānau-centred approach to wellbeing, working with tamariki and parents together to encourage healthier, active lifestyles. The programme offers personalised support, connections to local services and ongoing motivation to help and empower people to achieve meaningful health outcomes.

Harbour Sport Values

<p><u>Integrity</u></p> <p>Is the practice of being honest and showing a consistent and uncompromising adherence to strong moral and ethical principles</p> <ul style="list-style-type: none"> • Communicate clearly and consistently • Be accountable for your words and actions 	<p><u>Respect</u></p> <p>Is the practice of treating or thinking about something or someone</p> <ul style="list-style-type: none"> • "How can I help?" "what can I do?" • Listen to understand 	<p><u>Leadership</u></p> <p>Is the practice of acting in a way that shows others how to act.</p> <ul style="list-style-type: none"> • Come prepared. • Lead with passion.
<p><u>Whakawhanaungatanga</u></p> <p>Is the practice of establishing links, making connections, and relating to the people one meets by identifying in culturally appropriate ways</p> <ul style="list-style-type: none"> • Be authentic • He Tangata. • Value our people 	<p><u>Inclusive</u></p> <p>Is the practice of allowing all kinds of people to belong.</p> <ul style="list-style-type: none"> • Involve everyone (where applicable). • Include yourself. • If it involves me, talk to me about it. 	

Job Purpose

The primary purpose of the Healthy Lifestyle Advisor is to deliver professional, person-centred support to individuals referred to the Green Prescription (GRx) and Active Families (AF) programmes. Clients may present with a range of health-related needs and long-term conditions, and your role is to empower and motivate them to make positive, sustainable lifestyle changes through physical activity and improved nutrition. This requires providing support through a variety of channels, including face-to-face consultations, phone calls, workshops, online platforms, and participation in GRx/AF community activities.

As a Healthy Lifestyle Advisor, you are expected to demonstrate a high level of care, professionalism, and cultural competence in all aspects of your work. We value individuals who are committed to service excellence, are strong team players, and genuinely care about making a difference in the community. The role requires the ability to work effectively with a diverse population, including Māori, Pasifika, Asian and other ethnic communities, as well as individuals living with disabilities and whānau. Your ability to build trust, offer tailored advice, and engage meaningfully with people from all walks of life is essential.

As an employee of Harbour Sport, your primary purpose is to seek, participate, be enthusiastic about and collaborate with your colleagues and to achieve agreed key tasks and KPIs. Your task in Harbour Sport is to 'own' your role. You are responsible for marketing and promoting your work, to develop and innovate, carry out research and apply best practice. You are accountable for your progress, evaluating all work and completing tasks to the highest standard. Harbour Sport values continuous improvement and expects a commitment from 'good to great'. To achieve key performance indicators in line with Trust, GRx and Active Families targets.

Key Roles and Responsibilities

GREEN PRESCRIPTION SERVICE PROVISION

- Provide support to Green Prescription clients, with a variety of medical conditions, providing appropriate, affordable and accessible physical activity, exercise and nutrition advice and options, advising achievable ways of improving their lifestyles to promote health and wellness and enable clients to better manage their conditions
- Provide evidence-based and culturally appropriate care, particularly Māori and Pacific
- Provide phone and face to face support to Green Prescription clients, using a range of communication skills
- Contact clients referred to the GRx programme within one week of referral, conduct consultations during which you assess their current lifestyle factors having an impact on their health (physical activity, nutrition, social connectedness, smoking and alcohol habits); develop goals with the client, provide appropriate, individualised recommendations and motivation to achieve these
- Follow up GRx patients at regularly over the 3-month duration of their programme by phone, email, or face to face to support and assist with their health-related goals. Provide progress reports back to referrer for each client.
- Facilitate and deliver workshop education to encourage healthy lifestyles
- Maintain an extremely high level of patient confidentiality
- Build strong connections with Māori and/or Pacific communities
- Build relationships with key stakeholders e.g. Leisure Facilities', GP practices, community networks
- Communicate successes of the programme to stakeholders via case studies, e-cards, reports or articles
- Prepared to work flexible hours, including evenings and weekends

ACTIVE FAMILIES/ACTIVE TEENS

- Build connection during session delivery with families referred to the programme
- Provide input toward the design of the programme for the term ahead, booklets, activities, offsite sessions and graduations
- Plan and deliver the weekly Active Families/Teens activity sessions
- Provide session plans and RAMs requirements
- Coordinate and liaise with the Manager and site leads

GREEN PRESCRIPTION PROGRAMME PROMOTION

- Grow and maintain relationships with current and potential fitness and exercise facilities for accessible classes and affordable options for GRx patients
- Support the promotion of Green Prescription and Active Families at community events
- Support the development of new resources, promotional material and social media communications
- Report to the GRx and Active Families Manager on GRx achievements as required
- To fully support the philosophy and culture of the Trust and where practical support other Trust programmes and events
- Undergo professional development training opportunities provided by the Trust where necessary
- To undertake such other duties and responsibilities commensurate with the nature of the position

Relationships External

Establish and maintain effective relationships with key stakeholders including:

- Health New Zealand - Te Whatu Ora
- Auckland Council and Local Boards
- Leisure Facilities
- Doctors, Practice Nurses and other Health Professionals
- Public Health Nurses
- Primary Health Organisations – Procure & Comprehensive Care PHO
- Health Agencies
- Tertiary Organisations, Schools/Kura Kaupapa, Kohanga Reo
- Community groups- particularly Māori and Pacific
- Non-Government Organisations (NGOs)
- Retirement Villages and Rest Homes
- Gyms and Fitness Centres
- Other Regional Sports Trusts

Relationships Internal

- Harbour Sport Staff
- Harbour Sport Board of Trustees
- Volunteers

Experience and Knowledge

Qualifications

- Tertiary qualification in exercise science, nutrition, population health and/or other health-related field
- Current First Aid certificate

Skills and experience:

- Promoting healthy lifestyles in either the health, community, sport and recreation or clinical sectors
- Knowledge and experience in providing healthy lifestyle advice for general populations, youth and/or chronic conditions; provide evidence-based recommendations for improving health and/or body composition goals
- Delivery of group physical activity sessions and/or sport sessions
- Understanding of exercise recommendations for general populations and chronic conditions; experience or qualifications in exercise prescription and instruction an advantage

- Community engagement and experience with diverse audiences, preferably with Māori and Pacific populations
- Providing individualised assessment and treatment planning, applying evidence-based health-related recommendations
- Skills in behaviour change, motivational interviewing and goal setting
- Delivery of workshops or public education sessions
- Ability to work independently as well as a part of a team
- Skills or experience in body composition analysis also advantageous

Communication:

- Excellent oral and written communication skills to diverse audiences
- Confidence in presentation and public speaking abilities
- Computer literate and systems orientated (Word, Excel, Internet, Database)
- Knowledge of Te Reo Māori and kaupapa Māori approaches, Pasifika, or other language/culture desirable

Other:

- High level of professionalism
- Customer-centred with a “can do” attitude
- Well organised with a high degree of time management skills and attention to detail
- Proactive, uses initiative
- Resilient and able to cope under pressure
- Ability to build rapport quickly over the phone or face to face
- Ability to motivate, engage and influence people
- An understanding of different cultures and needs in relation to exercise, movement and wellbeing
- A commitment to the Harbour Sport vision ‘A community physically active for life’
- Awareness of Health Agencies, Sport and Recreation providers, and their services in the region as well as community organisations
- Commitment to ongoing training and professional development
- Adaptable and responsive to a changing programme needs
- Experience/understanding of project management principles

Other Duties

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document, and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.