# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Summary</td>
<td>3</td>
</tr>
<tr>
<td>Northland District Health Board</td>
<td>4</td>
</tr>
<tr>
<td>Chief Financial Officer</td>
<td>6</td>
</tr>
<tr>
<td>Employment Terms &amp; Conditions</td>
<td>12</td>
</tr>
<tr>
<td>How to Apply</td>
<td>13</td>
</tr>
</tbody>
</table>
EXECUTIVE SUMMARY

- Chief Financial Officer
- Financial, funding, corporate and commercials services
- Executive Leadership

Undeniably one of the most stunning regions of New Zealand, the district of Northland is subtropical in climate, with an abundance of white sandy beaches, native bushland and jaw dropping scenery. A population of 190,000 plus people call it home.

Northland District Health Board (NDHB) is responsible for providing and funding health and disability services for the people of Northland. It provides a range of acute and elective services through its four main hospitals along with a significant network of community-based outpatient and mental health services.

Northland DHB’s mission is to work together with Northlanders in partnership with the Te Tiriti o Waitangi to
  - Improve population health and eliminate inequities
  - Improve patient experience
  - Live within its means

The organisation is now seeking to appoint a Chief Financial Officer to deliver a range of financial, funding, corporate and support services for Northland District Health Board (NDHB). As a member of the NDHB executive team you will be required to provide advice to the Chief Executive on all commercial services, projects and special initiatives, to represent NDHB and engage with and participate in shared services and projects at a regional and national level.

The ideal applicant will need to demonstrate the key capabilities, knowledge, and experience outlined in the attached role description along with:

- Genuine value set aligned with the DHB’s mission and values
- A track record of working collaboratively with internal and external stakeholders across frontline and community services and partners resulting in aligned and positive outcomes
- Executive financial and corporate services leadership preferably within a District Health Board / Network setting
NDHB employs 3,416 staff. Acute services are provided through the DHB’s four hospitals, based at Whangarei, Dargaville, Kawakawa and Kaitaia, with elective surgery performed at Whangarei and Kaitaia.

These services are supplemented by a network of community-based, outpatient and mental health services, a range of allied health services, and a public and population health unit. Some specialist services, like radiation treatment and neurology services are provided from Auckland or through visiting specialists travelling to Northland. The DHB allocates funding across the health sector in Northland, contracting with a range of community-based service providers such as Mahitahi Hauora, the single primary health entity, dentists, pharmacies and other non-government organisations.

Whangarei Hospital is the largest hospital in Northland, providing secondary care services with the three rural hospitals. Northland covers an area of 12,600 square kilometres with a population of 190,000 in some very rural and isolated communities. The Tangata Whenua, indigenous Māori people, comprise over one third of Northland’s population. Māori experience low health status across a range of health and socio-economic statistics. They experience early onset of long-term conditions like cardiovascular disease and diabetes and their life expectancy is approximately nine years less than non-Māori.

Northland DHB is committed to improving these outcomes for its Māori people through reducing inequities and increasing access to health services, increasing health literacy and abolishing institutional racism. Northland is working with its Māori partner organisations to establish the principles of an Indigenous Health System that will work within a new Northland Primary Health Care collaboration. This has a greater emphasis on whanau, community and locality planning and services, and a single entity for commissioning, monitoring, reporting and accountability.

Apart from the health inequities for Māori, Northland DHB continues to be challenged by an ageing population, the rising tide of long-term conditions, high need children and families, its rurality and the relative poverty of the population. Northland DHB continues to work with primary and community services to deliver integrated services for older people to support them living independently in the community, manage long term conditions well and prevent admission to hospital. They are also continuing to improve the quality of residential care services (including dementia care), and stroke services.
Vision

He Hauora Mo Te Tai Tokerau - A Healthier Northland

Mission

Northland DHB’s mission is to work together with Northlanders in partnership under the Te Tiriti o Waitangi to:

- Improve population health and eliminate inequities
- Improve patient experience
- Live within its means

Values

Northland District Health Board has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with NDHB

- **Tāngata i te tuatahi** – He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata
  *People First* – Our people are central to all we do
- **Whakaute (tuku mana)** – He whakaaro nui ki ētahi atu
  *Respect* – We treat others as they would like to be treated
- **Manaaki** – Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui
  *Caring* – We nurture those around us, and treat all with dignity and compassion
- **Whakawhitihiti Korero** – Whakawhitihiti Kōrero I runga te tiki, te pono me te aroha
  *Communication* – We communicate openly, safely and with respect to promote clear understanding
- **Te Hiranga** – Kia kaha, kia māia, kia manawa nui
  *Excellence* – Our attitude of excellence inspires confidence and innovation.
CHIEF FINANCIAL OFFICER

POSITION PURPOSE

The purpose of the Chief Financial Officer is to deliver a range of financial, funding, corporate and support services for Northland District Health Board (NDHB). This position is also required to provide advice to the Chief Executive on all commercial services, projects and special initiatives. To represent NDHB and engage with and participate in shared services and projects at a regional and national level.

KEY DUTIES AND RESPONSIBILITIES

The Chief Financial Officer will:

- **Maintain high quality financial performance**
  - Develop and manage the financial management and reporting strategy for NDHB reporting to the Chief Executive and Board
  - To ensure financial sustainability and meet budget expectations
  - Communicates and mobilises support for the strategic direction

- **Contribute to the development of the strategic direction of the organisation**
  - Identify key strategic areas for the district/division
  - Communicates and mobilises support for the strategic direction
  - Directorate aspects of plans completed on time

- **Management of and participation in capital decision making**
  - Support the CEO in managing and balancing the capital plan across the clinical equipment, vehicle, IT and infrastructure portfolios.
  - Develop business cases for board, ministry, and cabinet approval.
  - Negotiating crown funding for new IT and Infrastructure projects.
  - Working with the Northern Region DHBs on shared infrastructure (Northern LTIP) and shared IT (healthAlliance) programme / projects.

- **Accountability for the performance of the Service against an agreed Annual Plan and the Northland Health Strategy 20/40 (yet to be completed):**
  - Include targets for service delivery, financial performance and sustainability, information management and infrastructure management, commercial services (laundry, food and cleaning), procurement and supply chain activities
• Support the implementation of the Northland Health Strategy 20/40 (yet to be completed)
  o Develop a whole of Northland approach to improving health through best practice contracting of non DHB providers in service development
  o Engage in new initiatives and projects for NDHB to achieve increased revenue savings targets and value for money.
  o Ensure that all external stakeholders are effectively engaged, and local communities are involved as appropriate

• Accountability for funding and contracting
  o Lead the management on contracts with providers of all Northland DHB funded services including agreeing specifications and reporting, monitoring performance and agreeing contract variations
  o Conduct Value for Money reviews on prioritised list of contracts

• Leadership and management team:
  o Lead Finance Team; Infrastructure; hotel services; CIO; Northland IS team
  o Lead staff and build the culture of the service consistent with Northland District Health Board direction, culture, values and aspirations
  o Apply and reinforce all organisation plans, policies, practices, procedures and delegations
  o Take responsibility for the communicating and engaging the values at all levels within the Division
  o Demonstrate the organisations commitment to a collaborative approach to management with General Managers, Department Heads and Clinical Directors,
  o Contribute to the effective functioning of other Divisions through financial and business support services
  o Provide appropriate reports and submissions to Board and Board Sub-Committees including Finance, Risk & Assurance Committee

• Successful delivery of services from national and regional shared services agencies
  o Work closely with our regional shared services healthAlliance and Healthsource (procurement and supply chain)

• Treaty of Waitangi
  o Contribute to the promotion of the principles of Treaty of Waitangi and the involvement if Maori within the decision-making process for their health and independence, within District Health Board management processes and procedures
  o Include the principles of the Treaty of Waitangi within all aspects of the role and its outcomes
  o Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Maori in a culturally appropriate and safe manner
 Attend the Northland District Health Board Treaty of Waitangi Training

Health & Safety

- Ensure an organisational environment committed to competence and continuous improvement in the identification and management of risk
- Ensure that all Managers, Heads of Departments and Team Leaders have had the experience and are qualified to manage their designated health and safety responsibilities and are provided with on-going training in order to sustain levels of managerial health and safety competence. This may be measured at Performance Appraisal against agreed, individual health and safety objectives
- Lead the annual consultative development and review of service and departmental Health and Safety Objectives
- Ensure the appointment of and support for democratically elected employee Health and Safety Representatives to all departments and to the Health and Safety Committee
- Ensure that Health and Safety representatives are provided with paid time in order to ensure competence in delegated responsibilities and to attend agreed Health and Safety training programmes
- Ensure that any accident trend is identified and accurately investigated, and appropriate changes are made to the Hazard Management Programme and documented training information delivered to employees
- Ensure compliance with all relevant legislation, codes of practice and policies related to health and safety in the workplace

Privacy and confidentiality

- Undertake all duties and responsibilities in accordance with the Privacy Act 1993, Health Information Privacy Code 1994, and Northland DHB’s Privacy Policies and Procedures
- Complete mandatory induction training on Privacy responsibilities

View the required skills, experience and knowledge in the Job Description.
SELECTION CRITERIA

The Chief Financial Officer will demonstrate skill and knowledge in the following criteria:

1. Previous experience as a senior operational manager in a large, complex health organisation
2. A successful track record in the development, negotiation, delivery and performance of internal service level agreements
3. Performance and outcome focused within tight budget and timeframes
4. Experience in leading and developing a team approach
5. Experience at a senior level in managing complex strategic operational issues
6. Experience and understanding of change management processes
7. Experience in workforce planning and management
8. Experience in creating a learning organisation
9. Knowledge of strategic and operational planning processes

AWARENESS & UNDERSTANDING

Essential
- The Treaty of Waitangi and its application to the health setting
- Privacy Act (1993) and Health Information Privacy Code (1994)
- Health and Safety at Work in Employment Act 2015
- Health and Disability sector
- Government Health policy and targets
- Knowledge of financial principles and theories and strategic asset management
- Knowledge of strategic and operational planning processes

Desirable
- Health and Disability Commissioner (Code of Health and Disability Services Consumers’ Rights) Regulations (1996)
- New Zealand Council of Healthcare Standards
- Knowledge of the New Zealand and Australasian health system
QUALIFICATIONS

The incumbent must have:

- A tertiary qualification in Commerce / Management or equivalent experience and preferably membership of the Institute of Chartered Accountants of New Zealand
- Previous experience as a finance executive or similar general management role at a senior level (experience in managing in the health industry, and an understanding of legal requirements affecting this industry would be an advantage)
- Demonstrable understanding of the Government’s health funding framework and priorities and the impacts of these on the DHB

REPORTING & KEY RELATIONSHIPS

The Chief Financial Officer will report directly to the Chief Executive.

The Chief Financial Officer will develop and maintain excellent relationships with the below:

**Internal**

- Executive Leadership Team
- Clinical Directors as a partnership
- Northland District Health Board staff
- Board & Board Sub-Committees (through the CEO)

**External**

- Ministry of Health
- Northern Region DHBs
- HealthAlliance NZ
- Healthsource NZ
- New Zealand Health Partnerships
- Mahitahi Hauora
- Other local, regional and national groups, eg: NRA, TAS, Pharmac, etc.
- NGOs & Community Health Service Providers

PERFORMANCE DEVELOPMENT REVIEW

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.
## KEY DATA

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staffing</td>
<td>4 direct reports / 168 employees</td>
</tr>
<tr>
<td>Annual Budget</td>
<td>$172 million of an overall budget of $790 million</td>
</tr>
<tr>
<td>Service Location</td>
<td>Whangarei, Northland</td>
</tr>
<tr>
<td>Useful Links</td>
<td><a href="#">Role Description</a></td>
</tr>
<tr>
<td></td>
<td><a href="#">NDHB Website</a></td>
</tr>
<tr>
<td></td>
<td><a href="#">NDHB Annual Plan 2019/2020</a></td>
</tr>
<tr>
<td></td>
<td><a href="#">Organisation Chart</a></td>
</tr>
</tbody>
</table>
EMPLOYMENT TERMS & CONDITIONS

REMUNERATION $262,941 - $309,342

CLASSIFICATION Permanent Position

PRE-EMPLOYMENT PROBITY CHECKS

Information on a person's suitability for appointment is obtained for all appointments. Potential appointees will be asked whether there are any reasons why they should not be appointed such as: Information on a person's criminal history and other associated probity checks will be sought from those candidates whose application has progressed to shortlisting for interview.

The New Zealand Police may release any information they hold relevant to the purpose of this vetting request. This includes:

- Conviction histories and infringement/demerit reports
- Active charges and warrants to arrest
- Charges that did not result in a conviction including those that were acquitted, discharged without conviction, diverted or withdrawn
- Any interaction the applicant may have had with New Zealand Police considered relevant to the role being vetted, including investigations that did not result in prosecution
- Information regarding family violence where the applicant was the victim, offender or witness to an incident or offence, primarily in cases where the role being vetted takes place in a home environment where exposure to physical or verbal violence could place vulnerable persons at emotional or physical risk
- Information subject to name suppression where that information is necessary to the purpose of the vetting

Overseas applicants will be required to provide information regarding any criminal convictions in their home country or elsewhere, similar to that of the New Zealand Police check.

Applicants unsure about the definition of disclosable criminal convictions or status of any criminal conviction may wish to seek legal advice in responding to the probity check questions.

NDHB also requires an Occupational Health clearance from new employees.
HOW TO APPLY

The closing date for applications is Monday 28th September 2020
The reference number to include in your application is H20_3469

For a confidential discussion, please contact Principal Consultant, Lynette Boerth:

M:  +61 (0)431 293 861
E:  lboerth@hardygroupintl.com

Please submit application documentation to Executive Search Coordinator, Jane Mather:

T:  +61 (0)2 9900 0113
E:  jmather@hardygroupintl.com

It is standard practice for HardyGroup to acknowledge receipt of your application no later than the next business day. We request that if you do not receive the acknowledgement, you contact the search coordinator listed above as soon as possible after the 24-hour business period and arrange to resend your application if necessary.

Your application must include:

1. Completed HG Application Form
2. Cover letter addressed to the Principal Consultant;
3. A written response addressing the key selection criteria, found on page 9; and
4. An up to date copy of your Curriculum Vitae
REFEREES

You will need to provide details of three (3) professional referees. To do so, complete the relevant fields in the Candidate Profile. You should carefully consider who you select to approach to provide reference advice. Your current manager must be included. It is customary for referee reports to be requested after interview and if you are the preferred candidate, your permission will be requested prior to contacting your referees.

PERSONAL INFORMATION

HG complies with the Privacy Act 1988 (Cth), all applications are treated by HG in strict confidence, however in submitting an application you are extending permission to share your application with the Selection Panel.

Personal Information will be used to assess your suitability for appointment to this Position’s Health Services. As part of the selection process, personal information will be dealt with in accordance with HG’s Privacy Policy and the Information Privacy Act 2009.
LIVING IN NORTHLAND

New Zealand’s northernmost region is home to around 190,000 people. Roughly half live in the largest city, Whangarei, around two hour’s drive (or 160km) from Auckland.

Whangarei, the main centre of Northland, is a vibrant town offering a choice of family homes, townhouses and apartments. There are good schools, a tertiary education provider and excellent community amenities. It offers a range of speciality stores, fashion shops, restaurants, cafes and other entertainment options including a strongly developing arts scene.

A keen sporting community enjoys a full range of facilities including parks, an aquatic centre, all-weather athletics track and a new events centre which, among other activities, hosted several games in the 2011 World Rugby Cup.

Competitive salaries, reasonably priced housing and a variety of inexpensive leisure activities make living in Whangarei desirable and relaxed lifestyle. Benefits of becoming a Whangarei hospital staff member include:

- Easy access to hospitals, no city traffic hassles.
- Rental accommodation is cheaper than in larger cities.
- You can choose to live in town or closer to the water’s edge within 20-40 minutes of the hospitals.
- The average house price for Northland region is $539,000 NZD
- Northland DHB staff discounts are available at participating businesses.
- Staff swimming pool and free staff gym.
- A large modern library with on-line resources, including core e-journals, e-books, and publications

Northland is rich in Māori tradition, having welcomed the canoes of the first explorer Kupe around 800 years ago. Today, around a quarter of Whangarei’s population identify themselves as Māori.
The warm climate and safe harbours also drew the first European settlers, and Paihia, an hour north of Whangarei, was New Zealand’s first seat of government. New Zealand’s founding document, Te Tiriti (The Treaty of Waitangi) was signed just outside Paihia in 1840.

Russell in the Bay of Islands was the first capital of New Zealand.

Physically, Northland is one of New Zealand’s most desirable locations. It offers unspoiled white sand beaches, native bush and scenery galore, spectacular fishing and more in a warm, sub-tropical climate that enables outdoor living year-round.

Northland’s residents indulge year-round in numerous recreational activities including fishing, diving, canoeing, hiking (called tramping in New Zealand), surfing, horse-riding and some of the best golf courses in New Zealand.

Local vineyards consistently produce medal-winning wines. Accolades have been awarded to Northland cheesemakers and citrus fruits and olives are widely grown. The seafood is plentiful, varied and fresh.

Its main industries are tourism, pastoral farming, wood processing and marine engineering. Some of the world’s most exclusive superyachts have been built in Whangarei.

The world’s largest living kauri tree, located in the Waipoua Forest, is between 1200 and 2000 years old.

https://whangareinz.com/livework/living-in-whangarei
https://www.newzealandnow.govt.nz/regions-nz/
https://www.newzealand.com/
https://www.newzealandnow.govt.nz/resources/hooked-on-northland-life
https://www.newzealandnow.govt.nz/work-in-nz
RELOCATING TO NEW ZEALAND

Many overseas health professionals have chosen to make their homes in the Northland area of New Zealand. Northland is an accredited employer with Immigration New Zealand, making moving there easier. If you are not a New Zealand Citizen or Resident, you must have a visa to work in New Zealand except if you are an Australian citizen or the holder of a current Australian permanent resident visa. There are a number of visas you can apply for, depending on whether you want to live in New Zealand permanently or on a temporary basis.

To work and live in New Zealand permanently you could apply under the Skilled Migrant Category. Many health professionals come to New Zealand as Skilled Migrants. As there are shortages in certain professions, gaining a visa will be more straight-forward if you are able to obtain professional registration in New Zealand.

Further detail on Immigrating to New Zealand can be found with Immigration New Zealand
Job Description
Chief Financial Officer

Position Title: Chief Financial Officer
Organisation Unit: Finance, Funding & Commercial Services
Location: Whangarei, Northland District Health Board
Responsible to: Chief Executive, Northland District Health Board

Primary Functions of the Position:
To deliver a range of financial, funding, corporate and support services for Northland District Health Board (NDHB). This position is also required to provide advice to the Chief Executive on all commercial services, projects and special initiatives. To represent NDHB and engage with and participate in shared services and projects at a regional and national level.

Functional Relationships
The Chief Financial Officer will develop and maintain excellent relationships with:

<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Executive Leadership Team</td>
<td>• Ministry of Health</td>
</tr>
<tr>
<td>• Clinical Directors as a partnership</td>
<td>• Northern Region DHBs</td>
</tr>
<tr>
<td>• NDHB staff</td>
<td>• HealthAlliance NZ</td>
</tr>
<tr>
<td>• Board &amp; Board Sub-Committees (through the CEO)</td>
<td>• Healthsource NZ</td>
</tr>
<tr>
<td></td>
<td>• New Zealand Health Partnerships</td>
</tr>
<tr>
<td></td>
<td>• Mahitahi Hauora</td>
</tr>
<tr>
<td></td>
<td>• Other local, regional and national groups, eg: NRA, TAS, Pharmac, etc.</td>
</tr>
<tr>
<td></td>
<td>• NGOs &amp; Community Health Service Providers</td>
</tr>
</tbody>
</table>
Key Responsibilities and Expected Outcomes

Northland District Health Board has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with NDHB:

<table>
<thead>
<tr>
<th>Values</th>
<th>Supporting Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>People First</td>
<td>People are central to all we do</td>
</tr>
<tr>
<td>Tangata I te tuatahi</td>
<td></td>
</tr>
<tr>
<td>Respect</td>
<td>We treat others as they would like to be treated</td>
</tr>
<tr>
<td>Whakaute (tuku mana)</td>
<td></td>
</tr>
<tr>
<td>Caring</td>
<td>We nurture those around us, and treat all with dignity</td>
</tr>
<tr>
<td>Manaaki</td>
<td>and compassion</td>
</tr>
<tr>
<td>Communication</td>
<td>We communicate openly, safely and with respect to</td>
</tr>
<tr>
<td>Whakawhitihiti korero</td>
<td>promote clear understanding</td>
</tr>
<tr>
<td>Excellence</td>
<td>Our attitude of excellence inspires confidence and</td>
</tr>
<tr>
<td>Taumata teitei (hirangi)</td>
<td>innovation</td>
</tr>
</tbody>
</table>

The position of Chief Financial Officer encompasses the following major functions or key result areas:

- Finance, MoH Funding, Audit, ACC, Inter-District Flows, Contract Administration, Clinical Coding, Medical Records, Infrastructure Capital Projects, Transport, Security, Mail, Biomed, Transport and Accommodation, Food Services, Laundry, Porters, Cleaners
- Maintain high quality financial performance
- Contribute to the development of the strategic direction of the organisation
- Management of and participation in Capital Decision Making
- Accountability for the performance of the Service against an agreed Annual Plan and the Northland Health Strategy 20/40
- Support the development and implementation of the Northland Health Strategy 20/40
- Accountability for funding and contracting
- Management of Finance, Funding & Commercial Services
- Successful delivery of services from national and regional shared services agencies.
- Treaty of Waitangi
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

<table>
<thead>
<tr>
<th>Key Responsibility Area</th>
<th>Expected Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain high quality financial performance</td>
<td>• Develop and manage the financial management and reporting strategy for NDHB reporting to the Chief Executive and Board</td>
</tr>
<tr>
<td></td>
<td>• To ensure financial sustainability and meet budget expectations</td>
</tr>
<tr>
<td>Contribute to the development of the strategic direction of the organisation</td>
<td>• Identify key strategic areas for the district/division</td>
</tr>
<tr>
<td></td>
<td>• Communicates and mobilises support for the strategic direction</td>
</tr>
<tr>
<td></td>
<td>• Directorate aspects of plans completed on time</td>
</tr>
<tr>
<td>Key Responsibility Area</td>
<td>Expected Outcomes</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Management of and participation in capital decision making**                         | • Support the CEO in managing and balancing the capital plan across the clinical equipment, vehicle, IT and infrastructure portfolios.  
• Develop business cases for board, ministry, and cabinet approval.  
• Negotiating crown funding for new IT and Infrastructure projects.  
• Working with the Northern Region DHBs on shared infrastructure (Northern LTIP) and shared IT (healthAlliance) programme / projects.                                                                                                                                                             |
| **Accountability for the performance of the Service against an agreed Annual Plan and the Northland Health Strategy 20/40 (yet to be completed)** | • Include targets for service delivery, financial performance and sustainability, information management and infrastructure management, commercial services (laundry, food and cleaning), procurement and supply chain activities.                                                                                                               |
| **Support the implementation of the Northland Health Strategy 20/40 (yet to be completed)** | • Develop a whole of Northland approach to improving health through best practice contracting of non DHB providers in service development  
• Engage in new initiatives and projects for NDHB to achieve increased revenue savings targets and value for money.  
• Ensure that all external stakeholders are effectively engaged and local communities are involved as appropriate                                                                                                                                                                                    |
| **Accountability for funding and contracting**                                           | • Lead the management on contracts with providers of all Northland DHB funded services including agreeing specifications and reporting, monitoring performance and agreeing contract variations  
• Conduct Value for Money reviews on prioritised list of contracts                                                                                                                                                                                                                                              |
| **Leadership and management team**                                                      | • Lead Finance Team; Infrastructure; hotel services; CIO; Northland IS team  
• Lead staff and build the culture of the service consistent with Northland District Health Board direction, culture, values and aspirations  
• Apply and reinforce all organisation plans, policies, practices, procedures and delegations  
• Take responsibility for the communicating and engaging the values at all levels within the Division  
• Demonstrate the organisation’s commitment to a collaborative approach to management with General Managers, Department Heads and Clinical Directors,  
• Contribute to the effective functioning of other Divisions through financial and business support services  
• Provide appropriate reports and submissions to Board and Board Sub-Committees including Finance, Risk & Assurance Committee |
<table>
<thead>
<tr>
<th>Key Responsibility Area</th>
<th>Expected Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Successful delivery of services from national and regional shared services agencies</strong></td>
<td>• Work closely with our regional shared services healthAlliance and Healthsource (procurement and supply chain)</td>
</tr>
</tbody>
</table>
| **Treaty of Waitangi** | • Contribute to the promotion of the principles of Treaty of Waitangi and the involvement if Maori within the decision-making process for their health and independence, within District Health Board management processes and procedures  
  • Include the principles of the Treaty of Waitangi within all aspects of the role and its outcomes  
  • Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Maori in a culturally appropriate and safe manner  
  • Attend the Northland District Health Board Treaty of Waitangi Training |
| **Health & Safety** | • Ensure an organisational environment committed to competence and continuous improvement in the identification and management of risk  
  • Ensure that all Managers, Heads of Departments and Team Leaders have had the experience and are qualified to manage their designated health and safety responsibilities and are provided with on-going training in order to sustain levels of managerial health and safety competence. This may be measured at Performance Appraisal against agreed, individual health and safety objectives  
  • Lead the annual consultative development and review of service and departmental Health and Safety Objectives  
  • Ensure the appointment of and support for democratically elected employee Health and Safety Representatives to all departments and to the Health and Safety Committee  
  • Ensure that Health and Safety representatives are provided with paid time in order to ensure competence in delegated responsibilities and to attend agreed Health and Safety training programmes  
  • Ensure that any accident trend is identified and accurately investigated, and appropriate changes are made to the Hazard Management Programme and documented training information delivered to employees  
  • Ensure compliance with all relevant legislation, codes of practice and policies related to health and safety in the workplace |
| **Privacy and Confidentiality** | • Undertake all duties and responsibilities in accordance with the Privacy Act 1993, Health Information Privacy Code 1994, and Northland DHB’s Privacy Policies and Procedures  
  • Complete mandatory induction training on Privacy responsibilities |
**Variation of Duties**

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

---

**Essential Competencies**

**Business Acumen**

"Is knowledgeable in current and possible future policies, practices, trends, technology and information affecting his/her business and organisation; is aware of how strategies and tactics work in the marketplace"

**Decision Quality**

"makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience and judgement; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions"

**Strategic Agility**

"Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future orientated; can articulate, paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans"

**Drive for Results**

"Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line orientated; steadfastly pushes self and others for results"

**Building Effective teams**

"Blends people into teams when needed; creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team"

**Vision & Purpose**

"Communicates a compelling and inspired vision or sense of core purpose; talks beyond today; talks about possibilities; is optimistic; creates mileposts and symbols to rally support behind the vision; makes the vision shareable by everyone; can inspire and motivate entire units or organisations"

**Ethics & Values**

"Adheres to an appropriate and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches"

**Integrity and trust**

"Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn’t misrepresent him/herself for personal gain"

**Process Management**

"Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can’t; can simplify complex processes; gets more out of fewer resources"
Organisational Quality
“Knowledgeable about how organisations work; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices, and procedures; understands the cultures of organisations”

Problem Solving
“Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn’t stop at the first answers”

Self-Development
“Is personally committed to and actively works to continuously improve him/herself; understands that different situations and levels may call for different skills and approaches; works to deploy strengths; works on compensating for weakness and limits”

Dealing with Ambiguity
“Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn’t upset when things are up in the air; doesn’t have to finish things before moving on; can comfortably handle risk and uncertainty”

Innovation Management" 
“Is good at bringing the creative ideas of others to market; have good judgment about which creative ideas and suggestions will work; has a sense about managing the creative process of others; can facilitate effective brainstorming; can project how potential ideas may play out in the marketplace”

Interpersonal Savvy
“Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably”

Managing Vision and Purpose
“Communicates a compelling and inspired vision or sense of core purpose; talks beyond today; talks about possibilities; is optimistic; creates mileposts and symbols to rally support behind the vision; makes and vision sharable by everyone; can inspire and motivate entire units or organisations”

Person Specification
Education and Qualifications

- A tertiary qualification in Commerce / Management or equivalent experience and preferably membership of the Institute of Chartered Accountants of New Zealand
- Previous experience as a finance executive or similar general management role at a senior level (experience in managing in the health industry, and an understanding of legal requirements affecting this industry would be an advantage)
- Demonstrable understanding of the Government’s health funding framework and priorities and the impacts of these on the DHB

Experience

- Previous experience as a senior operational manager in a large, complex health organisation
- A successful track record in the development, negotiation, delivery and performance of internal service level agreements
- Performance and outcome focused within tight budget and timeframes
- Experience in leading and developing a team approach
• Experience at a senior level in managing complex strategic operational issues
• Experience and understanding of change management processes
• Experience in workforce planning and management
• Experience in creating a learning organisation
• Knowledge of strategic and operational planning processes

Awareness and Understanding of

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The Treaty of Waitangi and its application to the health setting</td>
<td>• Health and Disability Commissioner (Code of Health and Disability Services Consumers’ Rights) Regulations (1996)</td>
</tr>
<tr>
<td>• Privacy Act (1993) and Health Information Privacy Code (1994)</td>
<td>• New Zealand Council of Healthcare Standards</td>
</tr>
<tr>
<td>• Health and Safety at Work in Employment Act 2015</td>
<td>• Knowledge of the New Zealand and Australasian health system</td>
</tr>
<tr>
<td>• Health and Disability sector</td>
<td></td>
</tr>
<tr>
<td>• Government Health policy and targets</td>
<td></td>
</tr>
<tr>
<td>• Knowledge of financial principles and theories and strategic asset management</td>
<td></td>
</tr>
<tr>
<td>• Knowledge of strategic and operational planning processes</td>
<td></td>
</tr>
</tbody>
</table>

Skills & Personal Attributes

<table>
<thead>
<tr>
<th>Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Strategic Leadership - Identifies a desired future state, aligns people in a common direction, establishes visible goals and reinforces behaviour through systems and rewards. Through leadership and effective management practices ensure day to day operations, within your responsibility, are carried out in a manner that enables the Northland District Health Board to meet its contractual and legal obligations. Has a track record of delivering measurable results</td>
</tr>
<tr>
<td>• Organisational Awareness - Monitors organisational systems, issues, culture, and the impact of decisions on other parts of the organization. Acts on problems and opportunities</td>
</tr>
<tr>
<td>• Communication - Advanced written and verbal communication skills. Formal presentation skills. Ability to logically structure and convey ideas in a short time</td>
</tr>
<tr>
<td>• Initiative - Proactively works to achieve goals beyond what is required</td>
</tr>
<tr>
<td>• Judgement - Quickly assimilates disparate information and makes rational decisions based on logical assumptions and factual information that take into account organisational priorities, available resources, and values</td>
</tr>
<tr>
<td>• Technical/Professional Knowledge - Demonstrates a high level of current technical and professional skills, knowledge and experience, preferably with capabilities wider than a single specialty</td>
</tr>
</tbody>
</table>
Personal Attributes

- Values driven
- Integrity
- Committed to team work
- Committed to reducing inequalities

Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team’s objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by: Dr Nick Chamberlain, CEO

Signature: 

Date: 

Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title Chief Financial Officer

Signature of employee: 

Date: 