

Job Description



Job Title:	Injury Prevention Programmes Coordinator
Function:	Operations
Reports to:	Community Services Manager
Last review date:	July 2023

He huanui oranga mo ngā mokopuna whakatipuranga roto i ngā hāpori heke iho, heke iho -
Setting the path of wellness in our communities for the early years, for generations to come.

Whānau Āwhina Plunket – who we are and what we are about

Whānau Āwhina Plunket is a charity organisation and the largest service supporting the health and wellbeing of tamariki under-five and their whānau in Aotearoa. We're proud to visit over 80% of all newborn babies in Aotearoa and to support pēpē, tamariki and their whānau.

We aim to be a cohesive and effective national organisation grounded in evidence and best practice, with the needs of New Zealand whānau and families at the centre of everything we do.

Our Whānau Āwhina Plunket Goals are:

Pae Ora: Healthy Futures:

- **Mauri Ora:** Healthy babies and children
- **Whānau Ora:** Healthy confident families
- **Wai Ora:** Healthy environments and connected communities

We are on a pro-equity journey where we strive to give life to Te Tiriti o Waitangi principles of Tino Rangatiratanga, partnership, active protection, equity, and options in our mahi/work to ensure healthy tamariki, confident whānau and connected communities.

Whānau Āwhina Plunket Values

In this role you will be expected to operate in a way that embodies and demonstrates Whānau Āwhina Plunket values as follows:

- **Māia** – to be courageous and lean into discomfort and challenge as we walk the path of pro-equity.
- **Tūhono** – to connect and stand in relationship in calm and safe spaces (āhuru Mōwai).
- **Manaaki** – to care, love, nurture, support and mana enhancing. Respects mana atua, mana tīpuna, mana whenua, mana tangata.
- **Māhaki** – to be humble as we share our knowledge experience to understand and learn from each other and foster trust.

Overview of the Operations Team

This role is part of the Operations team which delivers Whānau Āwhina Plunket services to whānau right across New Zealand. As a member of the Operations team, which includes all our volunteers and volunteer services, you will help families and whānau to reach their goals and contribute to national and local initiatives that improve the way we do things at Whānau Āwhina Plunket. We want to make sure we are here to support families and whānau for another 100 years. Operations team members are One Team who are skilled and passionate, who innovate to improve, who seek new ways of funding our services and who partner with others who deliver services to families and whānau to make sure that every child in Aotearoa New Zealand has the chance to be the best they can be.

Purpose of the Position

The Injury Prevention Programme team is responsible for supporting the development and delivery of agreed and approved Injury prevention messages and programme that provide support to whānau and the community. The role works in partnership with the Injury Prevention Programme Manager, Injury Prevention team colleagues, Community Services teams, Clinical services teams, Plunket volunteers and employees to provide relevant services to help achieve Whānau Āwhina Plunket Vision and Goals.

Key Dimensions of the Position

Responsible to:	Community Services Manager
Responsible for:	Coordination and support of local injury prevention services
Delegations:	The position's full delegations are set out in the Schedule of Delegations and may be amended from time to time.
Functional relationships:	<i>To follow are the main positions that this role will coordinate with; they are not meant or intended to be exhaustive, exclusive or limiting:</i>

Internal:

- Injury prevention Programmes manager.
- Injury prevention coordinators.
- Community Services manager and Community team.
- Clinical services manager and clinical team including Kaiawhina and Karitane.
- Health workers.
- Support services team.

External:

- Local Authorities, in particular Road Safety coordinators and advisers.
- Iwi and Māori providers, organisations, and groups.
- Central Government agencies including Te Whata Ora, NZ Police, Ministry of Social development, Oranga tamariki, Waka Kotahi NZTA, ACC.
- Regional stakeholders including funders and supporters.
- Early Childhood Education providers.
- Plunket clients and members of the public.
-

Key accountabilities

Responsibilities

- Provide education and advice on correct use and installation of child restraints. This will include at our local child restraint installation sites, roadside checkpoints in conjunction with NZ Police, Child Restraint Checking clinic sand educations sessions in the community. The role includes installation of child restraints for clients.
- Coordination and delivery of Injury prevention programmes.
- Seek opportunities to share Injury Prevention messages and provide support for whānau in the community with a particular focus on our priority Māori and Pacific populations and in areas less well-resourced or of higher need.
- Using resources provided and developed, plan and facilitate Injury Prevention education sessions for Whānau Āwhina Plunket staff, local community organisations and events.
- Ensure all administrative tasks are completed in a competent and timely manner.
- Support and advocate the use of positive injury prevention and other parenting messages with whānau and community. Assist with the promotion of Plunket programmes and services such as Playgroups and Plunket Partnership initiatives.
- Develop, maintain, and grow relationships with partners and stakeholders including Road Safety coordinators/advisers, NZ Police, Māori and Pacific providers, early Education service providers ensuring a collaborative approach to services.
- Provide support to the National Injury Prevention Manager to recruit, develop and retain volunteers to support Injury prevention services at Whānau Āwhina Plunket.
- Support injury Prevention initiatives in areas outside location which may include travel to other areas to support events, activities, and professional development.

Leadership

- Be an active participant of the Injury Prevention team, locally, regionally, and nationally, including attendance at team meetings and supporting the National Injury Prevention Manager to achieve area and community goals.
- Role modelling and embedding Whānau Āwhina Plunket values of Māia, Māhaki, Tūhono and Manaaki as an integral part of all work.
- Demonstrates skills that support translating high-level strategies into practical implementation strategies.
- Demonstrate organisational leadership by being a positive agent of change, actively embracing One Plunket principles and role modelling behaviours that support the desired culture and ways of working.
- Participate in working groups and projects as appropriate.

Relationship Management

- Able to have difficult conversations, challenging thinking, and behaviours in a respectful and non-judgemental manner to achieve the most appropriate outcome for the client and for the organisation, while also establishing and maintaining positive relationships.
- Establish and maintain a wide range of connections, both internal and external, and seek opportunities to facilitate connections between others.

- Work as an active member of cross functional teams to bring expertise and experience to organisational problems, and thus develop long term solutions that are outcomes focused.
- Seek feedback about the service provided and self-reflect on ways to improve.

Health & Safety

- Manage own personal health and safety, and take appropriate action to deal with workplace hazards, accidents, and incidents.
- Always ensure own and others' safety and observe health and safety practices in all workplace activities.
- Understand the responsibility individuals and their manager play in health and safety.
- Team training is up-to-date, and all team members can demonstrate actions in an emergency that are specific to the workplace and are designed to keep individuals safe.
- Comply with relevant safety legislation, policies, procedures, safe systems of work and event reporting.
- Identify and report all incidents, accidents, and near misses in accordance with policy.

Position Description and Scope of Duties

The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description, and such other duties reasonably within their experience and capabilities as may be from time-to-time assigned following consultation.

Once appointed a programme of work will be developed with the appointee that will set out the specific tasks and time frames to achieve the key deliverables for this position. Progress will be monitored through Plunket's Performance and development programmes.

Person Specification

Qualifications and Background

- Is a Child Restraint Technician or is willing to complete this qualification within 6 months of appointment to position.
- Strong relationship building capabilities, with proven experience in establishing trust and rapport with a wide range of people.
- Well established networks with extensive knowledge of the local community
- Excellent communication skills, with experience in written and oral presentations, influencing and conflict management.
- A focus on quality, continuous improvement, and excellence
- Demonstrates an interest in Child safety and prevention of unintentional injury.
- Current full New Zealand drivers' licence and willing and able to drive a manual and automatic Plunket car across the service area.

Skills

- Understands the nature and timeframes of the Whānau Āwhina Plunket network, with ability and willingness to travel within the Area on scheduled/as needed basis. Be available to attend regional meetings as requested.
- Be proactive and willing to seek wider input from available collective experience and skills.

- Able to take initiative and think outside of the box to take advantage of opportunities as they arise.
- Able to communicate clearly and succinctly to a wide range of people, making use of different communication channels.
- Able to engage and think at a broad level to explore and understand trends, opportunities and risks that could affect injury prevention.
- Able to self-manage and have the flexibility to respond to and prioritise work as required and excellent time management skills.

Competencies

ACE-Ability

Whānau Āwhina Plunket's behavioural competency model is made up of three dimensions of personal behaviour – Connection to Whānau Āwhina Plunket, Adaptability and Emotional Maturity.

Thinking

- Is comfortable with complexity – understands alternative worldviews.
- Can see beyond face value to identify new opportunities.
- Keeps perspective and is pragmatic and solutions focused.
- Able to accept and work with ambiguity and change.

Interpersonal

- Is committed and capable of expanding professional/social networks.
- Is strong enough to confront and deal with difficult people/issues.
- A self-starter who can support and motivate others.

Connection to Whānau Āwhina Plunket Direction

- Has a high level of energy and commitment to achieving Plunket's vision.
- Has a broad range of engagement.
- Is committed to adapting and improving their own practice.
- Is committed to developing relationships.

Emotional Maturity

- Is non-reactive, objective and maintains a high level of integrity.
- Understands the degree of influence in their role.
- Understands own limitations.

I have read and understood the above position description and accept all the above responsibilities incorporated herein.

Role Title

Date

Manager Title

Date