

# Position Description

## Director, Suicide Prevention Office

<b>Team</b>	N/A			
<b>Group</b>	Suicide Prevention Office			
<b>Directorate</b>	Mental Health and Addiction			
<b>Manager</b>	Deputy Director-General, Mental Health and Addiction			
<b>Location</b>	Wellington, Auckland			
<b>Direct reports</b>	6-7	<b>Indirect</b>	0	
<b>Delegation authority</b>	<b>HR</b>	<b>Level 3</b>	<b>Finance</b>	<b>Level 3</b>
<b>Date</b>	April 2022		<b>Job band (indicative)</b>	21G
<b>Security Clearance</b>	<b>TBC</b>			

## About the Ministry of Health (the Ministry)

The Ministry is the Kaitiaki of the health and disability system in Aotearoa New Zealand. We do this by providing a fair, effective and sustainable system that people trust.

The Ministry is responsible for:

- providing active stewardship and leadership across the health and disability system to ensure it provides people with the highest levels of care, regardless of who they are or where they live
- prioritising equity in health outcomes and independence for Māori and all other peoples, and engaging meaningfully with our stakeholders to achieve shared goals
- delivering high-quality policy advice to government on the health system – this includes maintaining the regulatory environment and national policy settings that support the health sector to provide quality services for New Zealanders
- working collectively with other agencies to implement changes to the health and disability system – we also link these changes with improvements in the broader social and economic sectors to achieve Pae Ora – healthy futures
- partnering with iwi, hapū and Māori communities to meet our Te Tiriti o Waitangi obligations.

## Directorate description

The vision of the Mental Health and Addiction Directorate (Directorate) is for a people-centred system that delivers improved and equitable outcomes & mental wellbeing for all.

The Directorate brings together the 'end-to-end' activities and functions for mental health and addiction services including Strategy, Policy, Data Analysis, Service Planning and Improvement,

Commissioning and Monitoring. The Directorate has a stewardship role to implement He Ara Oranga: Inquiry into Mental Health and Addiction.

## Group description

The Suicide Prevention Office will be housed within the Ministry of Health (Mental Health and Addiction Directorate) for a further period of two years, after which longer term arrangements will be made in consultation with the Ministry and key stakeholders:

- Collect, collate, analyse and monitor suicide information and suicide prevention activity.
- Implement the national Suicide Prevention Strategy.
- Coordinate suicide prevention activities across Government agencies.
- Provide dedicated program evaluation and develop research priorities and partnerships where appropriate.
- Report on progress against the national Suicide Prevention Research Strategy.

## Position purpose

Ensures that the Suicide Prevention Office including the systems, processes, roles and functions to fulfil its purpose, this includes leading engagement and development of the work program of the Office, the development of key and strategic partnerships, assurance and evaluation of key and core critical programs, research priority setting and development.

## What you'll do

- Lead and manage the Suicide Prevention Office.
- Lead the implementation of the Suicide Prevention Strategy and Action Plan.
- Align people and resources across the team to ensure required results are delivered.
- Develop an effective evaluation framework
- Develop research priorities and partnerships where appropriate to better understand current and emerging trends
- Manage and support direct reports, fostering high standards in the quality of outputs, and promoting a quality service focus.
- Ensure all staff has an agreed annual performance and development plan and are provided with regular feedback and support to achieve objectives and bridge development gaps.
- Monitor and manage delays, issues or risks to delivery of priority work and initiate action if required.
- Take a 'whole of Ministry' view of systems / processes and improve them by encouraging staff to look for and implement innovative solutions.
- Ensure high quality work including Official Information Act (OIAs) questions, Parliamentary Questions (PQs), Health Reports, service design papers, Cabinet papers and Ministerials related to the programme of work.
- Take accountability for an agreed budget and manage finances effectively, sustainability and in accordance with the Ministry's delegations, guidelines and frameworks.

- Contribute as a member of the Mental Health and Addiction Senior Leadership Team.
- Lead the development, planning and implementation of specific strategies, report on progress and ensure objectives are achieved
- Work through their team and in partnership with wider Ministry and sector to achieve the Ministry's strategic priorities, which may include implementing recommendations from new or existing legislative advice/changes
- Provide senior leadership for projects and areas, working with others to ensure all work is well planned, using work planning tools and methods which includes taking strategic and tactical approaches to achieve results through high quality advice
- Build collaborative and positive relationships across the Directorate, Ministry, the wider health sector, government and other external stakeholders
- Represent the Ministry at government agency meetings and other agreed forums
- Ensure all work reflects our responsibilities to the priority of equity and meeting Treaty of Waitangi obligations

This position description is intended as an insight to the main tasks and responsibilities required in the role and may be subject to change in consultation with the job holder.

## Leadership profile: Director

Works through their team and in partnership with the wider Ministry and sector to achieve the Ministry's strategic priorities.

Lead self	Lead others	Lead the Ministry
<ul style="list-style-type: none"> <li>• Be an exemplar of the Ministry's desired culture and Public Sector Spirit of Service</li> <li>• Role model and promote change fitness and the ability to navigate complexity and change</li> <li>• Continuously develop and improve your leadership capability and keep up to date with industry/sector trends</li> </ul>	<ul style="list-style-type: none"> <li>• Champion an inclusive, diverse and safe workplace where people thrive</li> <li>• Convene and collaborate with key stakeholders within the Ministry and externally</li> <li>• Prioritise regular coaching and development of your team and encourage your direct report leaders to do the same</li> <li>• Address any conduct, performance or behavioural issues quickly and effectively</li> <li>• Actively manage critical people and develop successors for future role</li> <li>• Manage the capability and capacity of your team to deliver on current and future work priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate stewardship through the way you engage with the health and/or public sector stakeholders, building their trust and confidence in the Ministry</li> <li>• Engage your team in the Ministry's strategy and vision and how their role fits in to the bigger picture</li> <li>• Take a systems view of the work you're responsible for and ensure you understand the broad connections and impact of your work</li> <li>• Actively manage the people, finance and other business process, resources and risk you are accountable for and work within your delegated authority</li> </ul>

## Leadership Success Profile

Te Kawa Mataaho Leadership Success Profile (LSP) describes what 'good' leadership looks like at all levels within the New Zealand public sector. While all elements of the LSP are important, the following leadership competencies are particularly relevant to your leadership role. The leadership competencies are underpinned by the leadership characters in the LSP.

Leadership Competencies	Leadership Characters
<ul style="list-style-type: none"><li>Leading strategically</li><li>Leading with influence</li><li>Developing talent</li><li>Enhancing Ministry performance</li><li>Enhancing system performance</li></ul>	<ul style="list-style-type: none"><li>Curious</li><li>Honest and Courageous</li><li>Resilient</li><li>Self aware and agile</li></ul>

You can find further information on the LSP here:

<https://www.publicservice.govt.nz/resources/leadership-success-profile>

## Public Service Purpose / Te Aronga o te Ratonga Tūmatanui

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i ōna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki

<https://www.publicservice.govt.nz/about-us>

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at <https://www.publicservice.govt.nz/about-us>

## Your health, safety and wellbeing

At the Ministry of Health, we expect all of our Directors to:

- Ensure health and safety is part of the organisational culture
- Lead and champion the observance and implementation of health and safety systems and process in accordance with the Ministry's Health and Safety Plan.
- Acquire and keep up-to-date knowledge of work health and safety matters

## Diversity and Inclusion

The Ministry of Health welcomes and supports people of all gender identities, ages, ethnicities, sexual orientations, disabilities and religions. A requirement of this role is to actively support and promote our diversity and inclusion principles.

## What you'll bring to the role

- A tertiary qualification in a relevant field or relevant sector experience is desired but not necessary
- Knowledge of suicide prevention and the suicide prevention sector in Aotearoa
- People leadership experience in a complex and diverse organisation
- A respected leader with demonstrated experience working at a senior management level across large and complex programmes of work
- Excellent written and oral communication skills
- Understanding of the health legislative and regulatory environment
- The ability to analyse complex technical information to provide advice to a wide range of audiences
- The ability to pull together clear ideas and conclusions from large amounts of technical data
- The ability to manage your own workload.
- Expertise in leading and influencing highly skilled senior management and professional teams in a diverse, complex and demanding environment
- Significant people leadership experience in the public sector
- A strong understanding of and commitment to the principles of the Te Tiriti o Waitangi and delivering services effectively for Maori
- Lived experience of mental health and/or addiction is highly regarded.