

## Job Title: Programme Coordinator | Kaiārahi Hōtaka Kia Ora E Te Iwi (KOETI)

### Te Kāhui Matepukupuku: Cancer Society

Cancer Society Central Districts (CSCD) is one of six divisions across NZ providing health promotion, support services and research for people with cancer and their whānau.

### Tō Mātou Koromakinga | Cancer Society Mission

To improve community well-being by reducing the incidence and impact of cancer.

### Te Tiriti o Waitangi

Cancer Society Central Districts is Te Tiriti O Waitangi led, and equity focused on recognition of the obligations under Te Tiriti.

The aim is improving access of Cancer Society Central Districts (CSCD) services for Māori, so we can contribute to improve cancer outcomes.

Kia Ora E Te Iwi (KOETI) is a Kaupapa Māori programme and therefore managed and implemented in line with Māori values and practices.

### Te Whāinga | Purpose of Role

**Responsible to:** Service Delivery Manager: Kia Ora E Te Iwi

With support and collaboration from Senior Management Team/ Equity lead/ Te Hauangiangi

**Kia Ora E Te Iwi is a Kaupapa Māori Cancer Society education, awareness, and engagement programme. It aims to** give Māori whānau and communities the information needed to be able to get the help required in coping with cancer, and to open the door to Cancer Society as an organisation that is relevant for Māori communities.

**Kia Ora E Te Iwi sits across Cancer Society Central Districts Division (CSCD) to support the organisational objectives of:**

- Supportive Care
- Cancer Prevention (Health Promotion)
- Fundraising & Events
- Volunteering
- Accommodation

**Location:** Flexibility to be based in any of our Central Districts Division centres /regions/ Rohe of: Gisborne/Tairāwhiti, Hawke's Bay, Manawatu, Whanganui or Taranaki.

## Primary Objectives of the role

- To implement a sustainable Kia Ora E Te Iwi (KOETI) programme

Key result areas	Indicators of Performance
KOETI is a Kaupapa Māori programme	<ul style="list-style-type: none"> <li>KOETI is managed and implemented in a manner that is aligned to tika, aroha, pono, manaakitanga, whanaungatanga, rangatiratanga and kaitiakitanga and guided by tikanga Māori</li> <li>Tikanga Māori is maintained</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>Complete orientation and training</li> <li>Participate in annual planning in alignment with CSCD direction</li> <li>The team is cohesive and communicates clearly</li> <li>Work collectively with centre based colleagues</li> </ul>
Implementation of a sustainable KOETI programme	<ul style="list-style-type: none"> <li>Connects with Cancer Society KOETI leaders to build a CSCD divisional KOETI programme which is connected and aligned with the programme nationally</li> <li>Participates in, and supports the development of a programme which has the opportunity to be delivered virtually/online</li> <li>Attends and participates in KOETI team meetings</li> <li>Attends and participates in national KOETI meetings</li> <li>Carries out assigned tasks</li> </ul>
To build the confidence of the broader CSCD team in working with Māori communities. To foster a sense of whole of Division ownership – supporting a culturally competent internal culture at CSCD	<ul style="list-style-type: none"> <li>Positive relationships in place with SMT, key KOETI liaison contacts and staff in general</li> <li>Staff are aware of the purpose and content of the programme</li> <li>Staff teams involved in KOETI events</li> <li>The leadership of the KOETI team is known across the Division</li> <li>Staff have knowledge and understanding of the purpose and content of KOETI</li> <li>Staff across services participate in KOETI events</li> </ul>
To build connections with communities and broker Kia Ora E Te Iwi hui/wananga/events	<ul style="list-style-type: none"> <li>Establish connections with Māori communities and explain the concept of KOETI</li> <li>Strong and mutually beneficial and respectful relationships developed</li> <li>Agreements secured for KOETI events in partnership with Māori communities</li> </ul>

To plan and run the programme in partnership with Māori providers and communities	<ul style="list-style-type: none"> <li>• Programmes are agreed in partnership with Māori community groups</li> <li>• Venue and kai are planned</li> <li>• The event is promoted</li> <li>• Participants are identified</li> <li>• Communication is coordinated</li> <li>• The event is held</li> <li>• The event is evaluated</li> <li>• The event runs smoothly with clear communication</li> <li>• Participants give evaluation feedback</li> <li>• Plan is created for follow on hui/events/wananga</li> </ul>
To report on our activities to communities and to receive feedback on how we are doing and feed that into quality initiatives	<ul style="list-style-type: none"> <li>• Utilise the opportunity to explain CSCD services to communities</li> <li>• Report on progress towards equity using metrics such as Māori communities are aware of CSCD services, results of our work, and KOETI</li> </ul>

### Behavioural Competencies

Competency	Explanation
Relationship management	<ul style="list-style-type: none"> <li>• The ability to interact with and develop effective working relationships with a wide range of people of different types and in different situations</li> </ul>
Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>• Knowledgeable about history and context</li> <li>• Understands content/meaning of Māori and English texts</li> <li>• Clearly sees relevance and significance to HP work</li> </ul>
Interpersonal communication	<ul style="list-style-type: none"> <li>• Uses appropriate language in interactions with others</li> <li>• Listens to others</li> <li>• Is truthful and constructive in communications</li> <li>• Does not engage in rumours or malicious gossip</li> </ul>
Resilience	<ul style="list-style-type: none"> <li>• Has a positive attitude towards work</li> <li>• Consistently behaves in a professional manner, regardless of circumstances</li> <li>• Takes steps to recover quickly from disappointments and setbacks</li> </ul>
Delivering quality results	<ul style="list-style-type: none"> <li>• Works efficiently and effectively at all times</li> <li>• Is flexible in approach to work and problem solving</li> <li>• Is dependable and responsible in practice and in reporting information</li> </ul>
Safety	<ul style="list-style-type: none"> <li>• Adheres to Health and Safety regulations for self, colleagues and clients/participants/whānau</li> <li>• Takes personal responsibility to bring health or stress issues to the attention of the manager</li> </ul>
Integrity	<ul style="list-style-type: none"> <li>• Is ethical and honest in all dealings with people</li> <li>• Is fair in expectations of others</li> </ul>

Continuous Improvement	<ul style="list-style-type: none"> <li>• Seeks opportunities to improve organisational and work practices</li> <li>• Keen to learn new knowledge and skills to develop own capability and effectiveness</li> </ul>
Conflict Resolution	<ul style="list-style-type: none"> <li>• Actively works to minimise conflict and deals with any issues that may arise in a professional and open manner</li> <li>• Tries to understand issues from all perspectives</li> <li>• Is objective and fair in analysis of issues</li> <li>• Informs manager of conflict and disputes in a timely manner before they have a negative impact</li> </ul>
Respecting Diversity	<ul style="list-style-type: none"> <li>• Respects all people, regardless of gender, race, status, and place of origin or other source of difference</li> </ul>
Reducing health inequalities	<ul style="list-style-type: none"> <li>• Actively prioritises planning to address inequalities</li> <li>• Advocates internally and provides support to the CE to develop organisational competencies to reduce inequalities</li> </ul>
Strategic thinking	<ul style="list-style-type: none"> <li>• Able to stand apart from day-to-day activities and take a broad/long term view of a situation and identify opportunities and problems</li> </ul>
Analysis and Problem Solving	<ul style="list-style-type: none"> <li>• Analyses and evaluates complex situations and seeks practical solutions to problems</li> </ul>
Initiative	<ul style="list-style-type: none"> <li>• Takes action and seizes opportunities before being directed by others or overtaken by events</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>• Efficiently organises, plans work and manages time</li> </ul>
Teamwork and collaboration	<ul style="list-style-type: none"> <li>• Builds and maintains cooperative work relationships with others, both inside and outside of the Cancer Society</li> <li>• Deals with disagreements in an open, professional, and non-threatening manner</li> <li>• Contribute ideas and suggestions to the team</li> <li>• Does not talk about other team members in a negative way</li> <li>• Speaks out on ways to improve team performance</li> </ul>
Innovation	<ul style="list-style-type: none"> <li>• Recognises and implements opportunities to improve work methods e.g. changes procedures or own work methods to improve performance, quality, safety, morale, revenues etc</li> <li>• Develops new insights into situations and applies solutions that are creative and innovative</li> </ul>