

Position Description

Scope of Work	
Position Title	Service Delivery Manager – Cancer Prevention / Health Promotion
Reports To	Chief Executive
Service Directorate	Member of – Senior Management Team (SMT) Leader of – Health Promotion Team of Central Division NZ Liaison with – Gisborne Centre
Direct Reports	Health Promotion Staff (6 staff – 4.5FTEs)
Responsible For	All Health Promotion staff and programmes of the Division and Centres including <ul style="list-style-type: none"> • Leadership and management of staff. • Oversight of all HP programmes including but not limited to Tobacco control. Minimising alcohol harm Managing lifestyle risk (Nutrition/Activity) Sunsmart. Screening Partnerships (DHB and other agencies) • Participating in National Health Promotion Strategies and programmes.
Internal Relationships with	Senior Management Team. Other staff and Volunteers of the Division. Other Cancer Society Divisions.
External Relationships with	DHB/PHO/Hauora and other service providers. National Cancer Agency – Te Aho o Te Kahu. Primary Health.
Delegated Authority	The role has delegated authority over the Health Promotion service delivery budget - the Delegated Authority Policy sets out the scope and limits of Delegated Authority as it applies to this role.
KPIs	The following KPIs are the basis of expected performance of this role <ul style="list-style-type: none"> • The programmes of Health Promotion are well managed and are active and effective within the Division. • A strong and positive relationship with the National Office and the National Health Promotion Managers. • Monthly on time reports to the Chief Executive. • A positive work culture is effected, that is cooperative, supportive of staff and colleagues and staff satisfaction is consistently high.

About the Cancer Society	
Our Mission, To mātou koromakinga	To reduce the incidence and impact of cancer <i>The Cancer Society is committed to working with our communities by providing leadership and advocacy in cancer control with core services in Community Health, Support and Information Services, Research and Advocacy.</i>
Our Vision, Te Matakite	To be the leading organisation dedicated to reducing the incidence of cancer and ensuring the best cancer care for everyone in Aotearoa New Zealand.
Our Values, Ngā Tikanga	<ul style="list-style-type: none"> • Integrity - We live what we teach, we do what we say we are going to do, and we are trusted by the community and use every dollar wisely. • Excellence - We strive to be the best at everything we do, we focus on delivering outcomes, we constantly look for ways to improve; we make a difference. • Respect - We care about people; we provide judgement free services to everyone who needs them.
Our Principles, Ngā Matapono	<ul style="list-style-type: none"> • Equity • An independent and professional voice • Cooperation & collaboration • Evidence-based best practice • Responsiveness and relevance

Key Tasks & Results Areas – Mahi Kawenga	
National Contribution	<ul style="list-style-type: none"> • Engage with NO and other Divisions of the Society to enable the Division to meet its client and staff obligations, and our Mission. • Attend any National meetings and events as may be required. • Link with any National initiatives that may be presented to Divisions for supporting services, operations and outcomes. • Maintain the integrity of the Brand of the Cancer Society.
Division Operations	<ul style="list-style-type: none"> • Attend and lead/participate in Division workshops and meetings. • Participate in setting Division goals, targets and service standards. • Developing annual operational plans to deliver on divisional KPI's, expectations and services. • Contribute to Divisions (and National) newsletter, website, social media, and other communication and marketing material. • Support Divisional Fundraising initiatives including any events or programmes. • Lead and manage the Health Promotion staff team. • To comply with the policies, practises and standards of the CS.
Equity	<ul style="list-style-type: none"> • Recognises and supports the CS commitment to equity and addressing issues of inequity with Maori and with other disadvantaged communities and encourages and supports staff to do the same.

Key Tasks and Result Areas – Mahi Kawenga	
Staff	<ul style="list-style-type: none"> • To oversee the work of Divisional Health Promotion staff and Volunteers. • To ensure that all staff are compliant in their HP practice. • To share support orientate and coach new staff into their role. • To support the H&S programme of the Society. • To demonstrate and model a positive culture to other staff within the organization. • To relieve during staff absences as necessary across the Division.
Advocacy	<ul style="list-style-type: none"> • To prepare, present, and deliver such reports/submissions required to influence the health legislative environment for NZ. • To support the organisation to uphold its role as a health leader.
Tobacco Control	<ul style="list-style-type: none"> • To participate in Smokefree 2025 programmes with other agencies by direct and indirect contact. • To oversee staff engagement with tobacco control agencies to effect the 2025 goal.
Managing lifestyle Risk	<ul style="list-style-type: none"> • To oversee the programmes and support staff to achieve targets and goals in harm reduction from: <ul style="list-style-type: none"> Alcohol / Tobacco / Vaping Nutrition / Obesity / decreased Exercise Other environmental factors • To encourage staff to participate in community engagements that support and deliver the healthy lifestyle choices messaging.
Sunsmart	<ul style="list-style-type: none"> • To ensure that numbers of schools engaged in the Sunsmart programme increases year on year – database oversight.
Screening partnerships	<ul style="list-style-type: none"> • To ensure staff engage in collaborative ventures with each DHB, Hauora, PHO or other Agency to achieve NZ screening targets.
Resources	<ul style="list-style-type: none"> • Access to Cancer Society vehicle for work purposes. • Access to Cancer Society IT systems and remote access for work purposes. • Professional development & training opportunities. • Regular performance reviews. • Annual budget. • To not duplicate operational resources and to use existing resources wisely

Person Specifications:	
Qualifications and Experience, Tautōhito Tohu	<p>Qualifications:</p> <ul style="list-style-type: none"> • Tertiary Qualification relevant to Health Promotion (<i>the Cancer Society will support applicants to achieve their Masters degree</i>). • Robust knowledge of health promotion frameworks of NZ and Internationally. <p>Experience:</p> <ul style="list-style-type: none"> • At least 3-5 years' experience working with Health Promotion / Health Education. • Previous history of working/volunteering in the Not-For-Profit Sector. • Proficient in the use of Microsoft Office and data bases. <p>Other:</p> <ul style="list-style-type: none"> • A current NZ full driver's license.
Professional Competencies, Mātanga Mōhiotanga	<p>Essential:</p> <ul style="list-style-type: none"> • Team leadership experience. • Conflict management skills. • Ability to multi-task. • Detail-oriented and organized. • Ability to work both independently and as a member of a larger staff team. • Ability to connect with diverse organizations and people. <p>Desired/ Additional:</p> <ul style="list-style-type: none"> • Te Reo is desirable.
Personal Attributes, Huanga e pa ana	<ul style="list-style-type: none"> • Must be able to travel to each Centre to support service delivery staff - there is likely to be at least 2 days per fortnight away. • Excellent communications, written and oral, able to coach and advise staff. • Able to relate positively to diverse people and ideas. • Behaviour that reflects the values and position of the Cancer Society. • Good time management and self-motivation, sets goals and priorities and meets timeframes. • Rational and systematic approach to tasks and problem solving. • Participates in Divisional activities and supports colleagues, offers help and advice, nurtures employment relationships. • Proactively seeks to develop skills and professional development.

Acceptance and Variation

From time to time, other duties, tasks, and work that are not stated in this Position Description may be required to contribute to the growth, operations, or the profile of the Division and its ability to meet the Mission of the Cancer Society, and will be required for the performance of the position.

Travel to other areas is an essential component of the role and may be monthly/fortnightly/weekly or more often as required to maintain the operations of the Division.

Position Descriptions are reviewed at least every 2 years and subject to change as the organisation grows and develops.

I have read, understood, and agree to this Position Description

Signed _____

Name _____

Date _____