



Te Marae Ora (TMO) Ministry of Health  
GOVERNMENT OF THE COOK ISLANDS

PO Box 109 Rarotonga Cook Islands Phone (682) 29664 Fax (682) 23109 www.health.gov.ck

**POSITION SUMMARY**

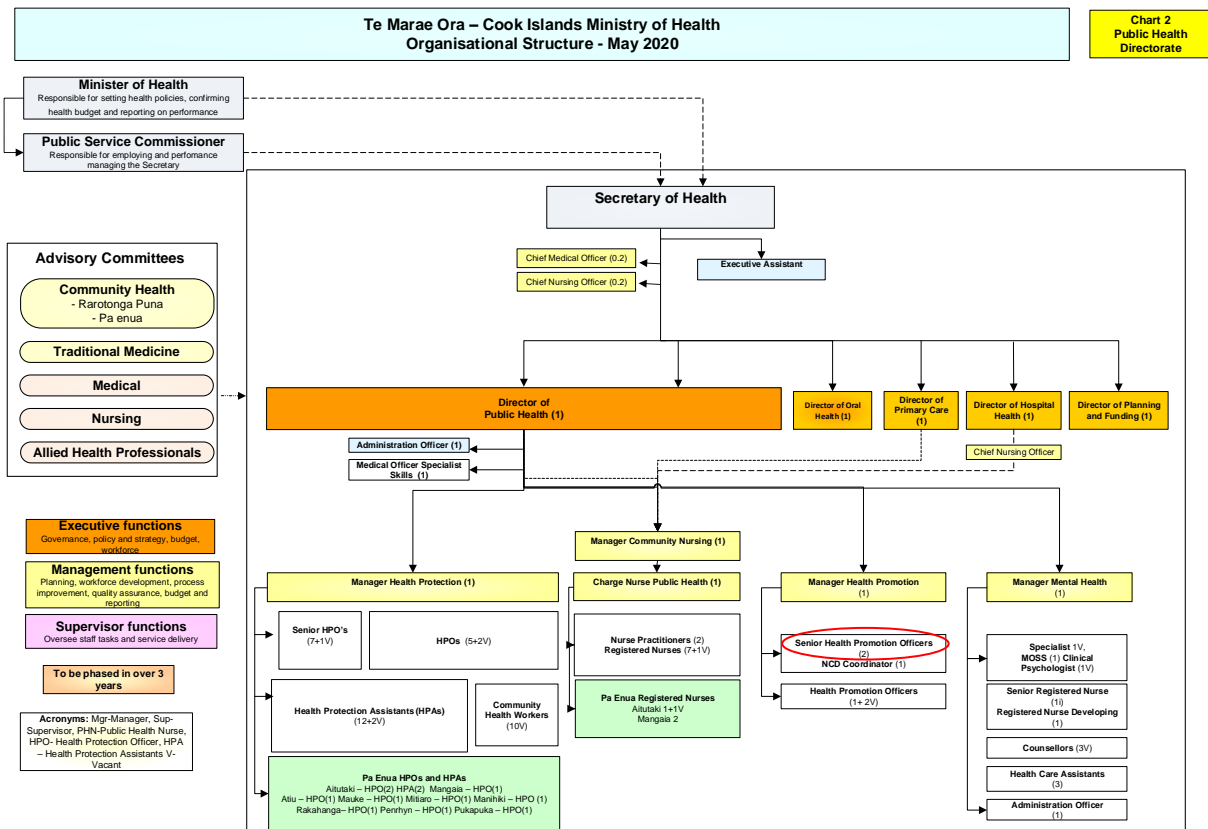
|                            |   |
|----------------------------|---|
| <b>Job Title:</b>          | Senior Health Promotion Officer   |
| <b>Division:</b>           | Public Health   |
| <b>Responsible To:</b>     | Manager Health Promotion  |
| <b>Responsible For:</b>    | Nil   |
| <b>Job Purpose:</b>        | This role provides health promotion services (on non-communicable disease, communicable diseases, and violence and injury prevention) for Te Marae Ora (TMO) Ministry of Health. They are responsible for implementing and reviewing public health policy measures to inform quality and evidence-based interventions. They work collaboratively with other health professionals to deliver services. This role provides strategic and technical advice to the Manager of Health Promotion. |
| <b>Job Classification:</b> | H – T5 Senior Specialist  |
| <b>Date updated:</b>       | May 2020  |

**AGENCY VISION AND VALUES**

**Vision:** All people living in the Cook Islands living healthier lives and achieving their aspirations.

**Values:** Equity, Quality, Integrity, People focused, Accountability and Respect

**ORGANISATIONAL STAFFING STRUCTURE**



## KEY RESULT AREAS (KRA'S)/OUTPUTS

| KRAs for this position (maximum of 6)<br>Jobholder is accountable for:   | Key Performance Indicators (SMART)<br>Jobholder is successful when:  |
|--|--|
| <p><b>Strategic and operational excellence</b></p> <ul style="list-style-type: none"> <li>• Provide strategic and operational advice to the Manager</li> <li>• Ensure work meets established quality standards</li> <li>• Ensure health information systems are robust and inform quality health services</li> <li>• Ensure protocols and guidelines promote quality services/care</li> <li>• Treat complaints as an opportunity to improve and implement changes required</li> </ul>  | <ul style="list-style-type: none"> <li>• Quality reports submitted in a professional and timely manner</li> <li>• Quality service delivery maintained</li> <li>• Health information systems are robust and support informed decision making</li> <li>• Protocols and guidelines implemented effectively</li> <li>• Service delivery continuously improves</li> </ul>   |
| <p><b>Quality care</b></p> <ul style="list-style-type: none"> <li>• Ensure documents and reports are filled correctly and accurately</li> <li>• Ensure the efficient delivery of work programmes and reporting</li> <li>• Ensure staff have access to relevant tools/supplies to undertake work</li> <li>• Ensure data collected is entered correctly on health information systems</li> <li>• Ensure financial/asset risks are mitigated and managed effectively</li> <li>• Apply inquiry, research and critical thinking to improve practice and services</li> <li>• Perform other duties as required</li> </ul>                               | <ul style="list-style-type: none"> <li>• Documents/reports are complete and accurate</li> <li>• Work delivered to timelines, within budget and reported on</li> <li>• Workforce can fully perform required tasks</li> <li>• Efficient information management</li> <li>• Risks to TMO, government and population are minimised</li> <li>• Innovative solutions developed</li> <li>• Service area and TMO functions effectively</li> </ul> |
| <p><b>Health determinants and risk factors</b></p> <ul style="list-style-type: none"> <li>• Oversee the implementation of health protocols, policies and guidelines</li> <li>• Monitor and assess the impact of interventions on the population or influencing behaviour change</li> <li>• Oversee research on best practice and information to improve service delivery</li> <li>• Oversee the integration of cost-effective and preventative interventions</li> <li>• Ensure data is collected on risk factors and research conducted on health effects</li> </ul>   | <ul style="list-style-type: none"> <li>• Protocols, policies and guidelines are implemented effectively</li> <li>• Population health interventions are regularly reviewed</li> <li>• Service delivery improves as a result of evidence-based interventions</li> <li>• Integrated community health services</li> <li>• Innovative, appropriate and evidence-based solutions are developed</li> </ul>                                      |
| <p><b>Health interventions</b></p> <ul style="list-style-type: none"> <li>• Oversee the prevention and early intervention of communicable diseases (e.g. sexually transmitted infections)</li> <li>• Oversee the integration of health services in primary care and community settings (e.g. child/maternal health)</li> <li>• Review and implement plans to address road safety, violence and injury prevention</li> <li>• Advocate policies that create enabling environments (smoke free homes etc.)</li> <li>• Oversee mitigation measures to environmental risk factors (e.g. marketing, obesogenic environment, unhealthy food)</li> </ul> | <ul style="list-style-type: none"> <li>• Prevention of communicable diseases</li> <li>• Well integrated community health services</li> <li>• Plans implemented effectively</li> <li>• Enabling policies optimise public health outcomes</li> <li>• Mitigation measures are regularly reviewed and improved</li> </ul>  |

|  |  |
|--|--|
| <p><b>Teamwork</b></p> <ul style="list-style-type: none"> <li>• Demonstrate the Public Service and TMO values and contribute to positive team culture</li> <li>• Participate in relevant training and professional development opportunities</li> <li>• Contribute to the division's goals with great ideas and excellent performance</li> <li>• Complete performance appraisals in a timely manner</li> <li>• Continuously improve work performance</li> <li>• Monitor performance and always keep Manager informed of work progress</li> </ul> | <ul style="list-style-type: none"> <li>• Embrace Public Service and TMO values</li> <li>• Training contributes to improved performance</li> <li>• Division achieves its targets</li> <li>• Performance appraisals submitted on time</li> <li>• Always seeking and implementing better ways of doing work</li> <li>• Manager reports excellent performance</li> </ul> |
|--|--|

## WORK COMPLEXITY

|   |  |
|---|--|
| 1 | Analyse and troubleshoot complex problems                                |
| 2 | Ensure evidence-based solutions are communicated to communities affected |
| 3 | Develop/update plans to promote influence/change individual behaviour    |

## AUTHORITY

|                    |     |
|--------------------|-----|
| <b>Financial</b>   | Nil |
| <b>Staff</b>       | Nil |
| <b>Contractual</b> | Nil |

## FUNCTIONAL RELATIONSHIPS

| Internal   | Nature of Contact  | External  | Nature of Contact   |
|--|--|---|---|
| TMO Executives and Manager<br>Clinicians, nurses, allied health, public health staff<br>Planning and Funding staff | Reporting, service delivery ( <i>Influencing-Medium</i> )<br>Service delivery, training, reporting ( <i>Influencing-Medium</i> ) | General Public<br>Community groups, government agencies<br>Regional, International health organisations | Service delivery ( <i>Interact/Serve</i> )<br>Planning, policy development, reporting, technical assistance ( <i>Interact/Serve</i> ) |

## QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

| Essential: (least qualification to be competent)  | Desirable: (other qualifications for job)   |
|---|---|
| <ul style="list-style-type: none"> <li>• Bachelor of Health Science and a post graduate qualification in Public Health or equivalent</li> </ul> | <ul style="list-style-type: none"> <li>• Master of Public Health or equivalent</li> </ul> |

## EXPERIENCE

| Essential:  | Desirable:   |
|---|--|
| <ul style="list-style-type: none"> <li>• Minimum six years' experience in public health or equivalent role</li> </ul> | <ul style="list-style-type: none"> <li>• Over six years' experience in public health, epidemiology, biostatistics role or equivalent role</li> </ul> |

## KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

| Level of ability required for the job |   |
|---------------------------------------|---|
| <b>Expert</b>                         | <ul style="list-style-type: none"> <li>• Strategic health policies and legislation</li> <li>• Ability to design, implement, monitor and evaluate evidence-based strategic and operational plans</li> <li>• Ability to lead, manage, train, and counsel people to change behaviours</li> <li>• Ability to influence and negotiate with others to provide resources for health services</li> <li>• Engage and build trust with people, communities and key stakeholders</li> </ul>  |
| <b>Advanced</b>                       | <ul style="list-style-type: none"> <li>• Ability to administer health and government legislation e.g. Health Act, Public Health Act, MFEM Act, PS Act, PERCA Act and Official Information Act</li> <li>• Excellent written and spoken Cook Islands Maori and English</li> <li>• Excellent people, interpersonal and communication (written/verbal) skills</li> <li>• Excellent risk communication skills and ability to speak confidently in public</li> <li>• Ability to develop operational policies, protocols and guidelines</li> <li>• Analyse situations, apply critical thinking and implement solutions in the provision of health services</li> <li>• Ability to manage complex health issues with limited resources</li> <li>• Ability to troubleshoot difficulties encountered with clients and implement appropriate solutions</li> <li>• Ability to counsel health system users experiencing emotionally trying health care situations/trauma</li> <li>• Ability to mediate problems between staff to achieve agreeable outcomes</li> <li>• Ability to complete written/verbal reports to a high degree of accuracy</li> <li>• Ability to contribute to the body of knowledge in health specialist fields</li> <li>• Excellent use of computers, software (Microsoft Office) and health information systems</li> </ul> |
| <b>Working</b>                        | <ul style="list-style-type: none"> <li>• Ability to articulate TMO's vision through service delivery</li> <li>• Keep up to date with evidence and trends in healthcare service delivery</li> <li>• Health system operations and services in hospital and community settings</li> <li>• Excellent workforce, financial, information and risk management</li> <li>• Ability to manage and account for any charges that apply for services</li> </ul>  |
| <b>Awareness</b>                      | <ul style="list-style-type: none"> <li>• Political issues associated with health care in the country</li> <li>• National strategic plans and policies and relation to health</li> <li>• Regional and global health, social and economic developments</li> <li>• Role of media and risks of misinformation misleading the public</li> </ul>  |

## CHANGE TO JOB DESCRIPTION

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

**Approved:**

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Secretary of Health

\_\_\_\_\_

Date

\_\_\_\_\_

Employee

\_\_\_\_\_

Date