

REGIONAL PROGRAMME ADVISOR

Purpose of The Role

This position aims to assist, support, advise and champion the implementation of programmes and initiatives that lead to enhanced wellbeing of people within the Wellington region.

Programme Advisors will work across targeted populations to connect, collaborate, and partner with communities using evidence-based practices to increase wellbeing through physical activity and nutrition.

Programme Advisors will deliver quality services, resources, and support systems that meet the needs of stakeholders, partners and individuals engaged in programmes.

Regional Programme Team Purpose

The Regional Programme Team will play both a lead and supporting role to increase physical activity levels to create healthier, happier, and better-connected communities towards a stronger Aotearoa. Embracing the principles of Te Tiriti o Waitangi and our belief in the importance of inclusion and diversity, the Regional Programme Team aims to ensure no one misses out.

To achieve this, the Regional Programme Team will focus on groups within the population identified as being less active. Furthermore, recognising that communities are different, the Regional Programme team will adapt to meet the various needs within communities.

Through connecting, collaborating, and partnering, the team, will deliver programmes and activities that provide quality opportunities for people to become more active, healthier, and happier.

Role Accountabilities

Project Support

- Support the effective implementation of key projects (as identified and allocated through the annual business planning process), achieving agreed targets and provide progress reports to Nuku Ora management and relevant partners as required.
- Provide advice and/or support to key individuals within partner organisations.
- Provide expertise, support, guidance, and motivation to individuals and partnership organisations that support the project's outcomes and Nuku Ora.

Relationship Management

- Build and maintain relationships with stakeholders, partner organisations, individuals, and organisations relevant to the programme as identified through annual business planning processes.
- Develop, maintain, and extend effective networks to support Nuku Ora outcomes.

Information Sharing

- Provide relevant information and resources using up-to-date technology and appropriate communication channels.
- Actively identify, recognise, and promote best practice programmes and initiatives.

Teamwork

- Work positively and constructively across the Delivery team with a focus on developing strong relationships and opportunities to leverage resources and initiatives to efficiently achieve outcomes.
- Contribute to and complete Nuku Ora reports as required, providing information and evaluations in a timely manner.
- Actively collaborate with other business units within Nuku Ora seeking out opportunities to add value.
- Maintain a good working knowledge of other Nuku Ora teams, their work, outcomes, and successes.

Key Relationships in Role

Internal

- Regional Programme Manager (reporting line)
- Regional Programme Advisors (peers)
- Community Development Advisors (peers)
- Partnership Managers
- Evaluations and Insights Manager/Advisor

External

- Individuals engaged in programmes and their families
- Community providers
- Health providers
- Regional Programme Team Stakeholders

Key Things We Are Looking For

Qualifications, Skills and Experience

- A qualification and or relevant experience in physical recreation, nutrition, health and/or health promotion related to adults, children, or special populations
- At least a restricted licence
- Experience working with individuals and groups
- Effective people skills especially in one on one or group settings
- Efficient communication skills, listening, written and oral
- Effective planning and reporting skills
- Experience and on-job training in IT skills in Office365 including Outlook, Teams, SharePoint, and Dynamics
- Excellent presentation skills
- Stakeholder management skills and experience
- Time management skills
- Adaptability/flexibility

Technical Skills and Knowledge

- An understanding of the sectors supporting physical activity, especially play, active recreation, sport, and active transport
- Be able to develop a strategic approach to problems.
- Ability to be innovative and anticipate areas of focus

Interpersonal and Relationship Skills

- Ability to build rapport and maintain relationships

- Understanding of and affinity to Nuku Ora's 'Purpose' and 'Direction'
- Teamwork
- Professionalism
- Effective time management
- Self-motivated, resilience and drive
- Accuracy and attention to detail
- Flexibility in work hours (connection with the community can be outside of 'normal' working hours)

What Being Part of the Nuku Ora Team Means

- Support and demonstrate the Nuku Ora Way, a values-based approach that identifies our desired behaviours or operating principles for how we want to operate as an organisation.
- Actively and positively participate as a member of the team, supporting the philosophy and culture of Nuku Ora, and committing to continued personal and professional development.
- Proactively looking for opportunities to improve the operations and performance of Nuku Ora and collaborating with others.
- Complying with and supporting all health and safety policies, guidelines, and initiatives. Ensuring all incidents, injuries and near misses are reported.
- Adhering to all Nuku Ora procedures, policies, and guidelines.
- Demonstrating a commitment to and respect for the Te Tiriti O Waitangi and incorporating this into our work.
- Supporting Nuku Ora's insights approach to deliver higher quality initiatives and interventions based on innovation and informed decision making enabling the organisation to better manage change and the ability to anticipate and influence the physical activity sector.
- Providing outstanding stakeholder engagement and management services, utilising Nuku Ora's relationship management approach, the CRM system and relevant business rules.
- Ensuring diversity and inclusion is central to our work.
- Performing any other duties as needed and support other Nuku Ora initiatives such as events e.g. Round the Bays.

Dimensions of the Role

Reports to: Regional Programme Manager

Location: Greater Wellington Region

People Responsibilities: None

Grade: 13

Department: Delivery

Date: March 2024

Authorities: None

Fixed Remuneration: \$60,949.40 - \$64,335.48