

## HEALTH AND DISABILITY COMMISSIONER

### POSITION DESCRIPTION

<b><u>POSITION:</u></b>	Senior Advisor, Disability   Kaitohutohu Matua, Hunga Hauā
<b><u>DEPARTMENT:</u></b>	Disability Team
<b><u>REPORTS TO:</u></b>	Deputy Commissioner, Disability   Te Toihau Hauātanga Tuarua

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#### **Ko wai tātou | Who we are**

Under the Health and Disability Commissioner Act 1994 (the Act), the Health and Disability Commissioner is required to promote and protect the health and disability services consumers' rights and facilitate the fair and efficient resolution of complaints relating to infringement of those rights.

#### **Mō tēnei tūranga mahi | About this role**

The Senior Advisor, Disability supports the implementation of both the Deputy Commissioner, Disability's work plan and the broader Health and Disability Commissioner's (HDC) Disability Strategy. The role also contributes to HDC meeting its' Statement of Intent by increasing the profile, relevance and accessibility of the Commissioner's office across the health and disability sector.

#### **He aha tāu e mahi ana | What you'll be doing**

- Supports HDC to effectively engage with the disability sector. Clearly articulating HDC's messages in, credible, accessible, and easy to understand ways, recognising the ethnic diversity of disabled people in NZ.
- Working collaboratively with other agencies to advance the health and disability rights of disabled consumers.
- Contributing to HDC's long term strategies, policies and practices, with a particular focus on the implementation of HDC's disability strategy.
- Serving as a subject matter expert on disability related matters within HDC.
- Liaising with key disability stakeholders, networks, and social media to identify disability educational resources for development and topics for HDC's consumer seminars.
- Presenting to consumer groups and contributing to the development of HDC's disability educational resources.
- Assisting with data analysis, research, briefings, and report writing.
- Gathering information on disability related matters and generating trend reports. This includes working with HDC staff, the Nationwide Health and Disability Advocacy Service, and external stakeholders to monitor evidence of best practice in this area

- Analysing HDC's complaints database as required in response to requests for information, media enquiries, and to inform educational activity.
- Developing, coordinating, and undertaking research projects on issues of relevance to HDC with a particular focus on disability related services. Partnering with other organisations and entities, as appropriate, to advance HDC's knowledge in this area.
- Complying with the HDC's information management strategy and policy.
- Other duties not listed above, as the Deputy Commissioner, Disability may require from time to time.

#### **Ko ngā mea ka hiahiatia e koe kia angitū te haere | What you'll need to be successful:**

- Sound understanding of the NZ health and disability sector and consumer rights issues
- Strong interpersonal skills
- Excellent written and oral communication skills including effective listening and presentation skills
- Experience in synthesising and presenting complex information in a clear manner to diverse audiences
- A relevant tertiary qualification
- Sound analytical skills
- An ability to communicate empathetically with people from a wide cross-section of the community
- Extensive understanding and commitment to advancing and protecting disability consumer rights
- To be self-directed, organised, and motivated
- A collaborative working style
- Efficient and open to learning new skills and knowledge
- Calm under pressure and can meet deadlines
- To have knowledge and understanding of the Treaty of Waitangi
- An understanding of the social and religious beliefs and values of different cultural and ethnic groups in New Zealand.

#### **Te Aronga o te Ratonga Tūmatanui | Public Service Purpose**

Ka mahitahi mātou o te ratonga tūmatanui kia 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 āna 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 hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

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.

The Health and Disability Commissioner welcomes and supports people of all gender identities, ages, ethnicities, sexual orientations, disabilities, and religions.

*Note: This position description, both in terms of actual responsibilities and focus, is subject to change over time, as the role and the organisation develop*