



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

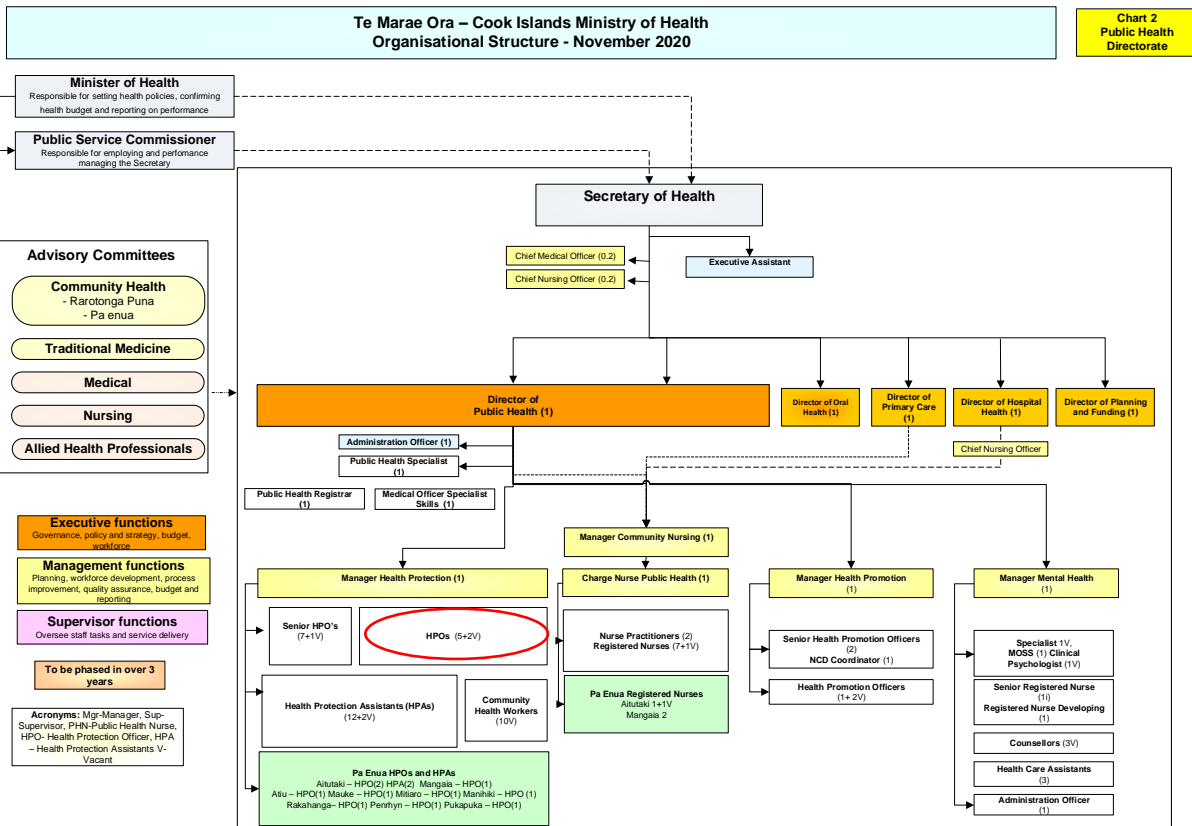
Job Title:	Health Protection Officer
Division:	Public Health
Responsible To:	Manager Health Protection
Responsible For:	Nil
Job Purpose:	This role provides health protection services (including communicable disease control, environmental health, event surveillance and response) for Te Marae Ora (TMO) Ministry of Health. They work with health protection assistants and community health workers to deliver health protection services. This role provides technical and operational reports to the Manager Health Protection.
Job Classification:	G – T4 First Level Specialist
Date updated:	November 2020

AGENCY VISION AND VALUES

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

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

ORGANISATIONAL STAFFING STRUCTURE



KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6) Job Holder is accountable for:	Key Performance Indicators (SMART) Job holder is successful when:
<p>Strategic and operational excellence</p> <ul style="list-style-type: none"> • Provide technical and operational reports to the Manager • Supervise health protection assistants and community health workers to ensure work meets quality standards • Maintain health information systems to inform quality health protection services • Ensure protocols and guidelines promote quality services • Treat complaints as an opportunity to improve and implement changes required 	<ul style="list-style-type: none"> • Quality reports submitted in a professional and timely manner • Quality service delivery maintained • Health information systems are robust and support informed decision making • Protocols and guidelines implemented effectively • Service delivery continuously improves
<p>Quality Care</p> <ul style="list-style-type: none"> • Complete documents and reports correctly and accurately • Deliver work programmes in line with best practice and maintain reporting • Collect and monitor data entered into information systems to ensure it is complete and accurate • Apply inquiry, research and critical thinking to improve practice and services 	<ul style="list-style-type: none"> • Documents/reports are complete and accurate • Work delivered to timelines, within budget and reported on • Quality public health information systems • Innovative solutions implemented to strengthen practice/service delivery
<p>Communicable disease control</p> <ul style="list-style-type: none"> • Implement work plans, and undertake surveillance and monitoring for communicable disease control (CDC) • Mitigate public health risks arising at the borders (air/sea), and from the environment (food, water, vector) • Work with stakeholders to coordinate a response and mobilise resources to mitigate public health threats • Use early warning mechanisms to track the spread of disease globally, regionally and nationally • Participate in emergency response and disaster risk management planning 	<ul style="list-style-type: none"> • Work plans implemented effectively in line with ongoing surveillance • Public health risks are mitigated effectively and efficiently • Strong relationships with stakeholders established • Robust surveillance systems support quality early warning mechanisms • Emergency response and disaster risk management plans implemented effectively
<p>Environmental health</p> <ul style="list-style-type: none"> • Advocate for policies that create enabling environments (restrict access to alcohol/unhealthy foods) • Implement mitigation measures to environmental hazards (such as oil spills, asbestos, poison, air pollution) • Investigate environmental hazards/concerns and assess individual exposure to hazards • Collect data on environmental hazards and conduct research on related health effects 	<ul style="list-style-type: none"> • Enabling policies optimise public health outcomes • Timely and effective mitigation measures • Environmental hazards/concerns are investigated and resolved in a timely and professional manner • Innovative and appropriate solutions are developed

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

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Analyse and troubleshoot complex problems
2	Ensure evidence-based solutions are communicated to communities affected
3	Apply evidence-based research and critical thinking to improve practice and services

AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. *(Explain the authority if any)*

Financial	Nil
Staff	Nil
Contractual	Nil

FUNCTIONAL RELATIONSHIPS

The requirement for human relations skills in dealing with other personnel and external contacts. *(List the external and internal types of functional relationships)*

Internal	Nature of Contact	External	Nature of Contact
TMO Executive and Manager Clinicians, nurses, allied health, public health staff	Reporting, service delivery <i>(Relating-Medium)</i> Service delivery <i>(Relating-Medium)</i>	General Public Border/private agencies Government agencies Regional, International health organisations	Service delivery <i>(Interact/Serve)</i> Reporting, training, technical assistance <i>(Incidental)</i>

QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

Essential: (least qualification to be competent)	Desirable: (other qualifications for job)
<ul style="list-style-type: none"> • Bachelor of Environmental Health, Health Science or equivalent 	<ul style="list-style-type: none"> • Post graduate qualification in Public Health or equivalent

EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

Essential: (least number of years to be competent)	Desirable: (target number of years)
<ul style="list-style-type: none"> • Minimum five years' experience in public health or equivalent role 	<ul style="list-style-type: none"> • Over five years' experience in public health, epidemiology, biostatistics or equivalent role

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

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

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:

Secretary of Health

Date

Employee

Date