



Health and Disability Commissioner Te Toihau Hauora Hauātanga

Position Description

POSITION: Senior Communications Advisor | Kaitohutohu Whakawhitiwhiti Matua

Department: Strategy

REPORTS TO: Deputy Health and Disability Commissioner

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 rights of health and disability services consumers and facilitate the resolution of complaints relating to infringement of those rights.

Mō tēnei tūranga mahi | About this role

The Senior Communications Advisor will be a communications champion for HDC providing trusted advice and delivering high quality work to support HDC to achieve its communications objectives.

The person in this role will be a part of the strategy team and will assist the organisation to raise the profile and understanding of the Code of the Code of the Code of Health and Disability Services Consumers' Rights.

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

- Working with other members of the strategy team to develop and implement HDC's strategic communications and engagement plans
- Media management and engagement as required, including providing strategic advice on media engagement and crafting high-quality responses. Developing high-quality resources and online content for diverse audiences.
- Assisting with HDC's internal communications initiatives as required.

- Complying with the HDC's information management strategy and policy.
- Developing new methods of engagement and communication as required.
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Ngā rōpū whaihua | Who you'll work with

All HDC employees have a responsibility for managing relationships in some or all of the key sectors we work with. In this role, the key relationships to be developed are as follows:

Reports to:	Deputy Health and Disability Commissioner
Responsible for:	N/A
Internal HDC relationships:	All staff within HDC, particularly the strategy team.
Communities and the public:	Key stakeholders, consumer and whānau advocates, media, health and disability sector providers, regulatory authorities, Health New Zealand and external suppliers.

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

The ability to demonstrate flair and an attitude of continuous improvement together with a high level of initiative and self-confidence are also required. In addition, you must have:-

- At least five years' experience in a communications role.
- Experience developing resources for diverse audiences.
- Extensive experience of working with media and reputation management.
- Experience in advising senior leaders
- APR accreditation preferred but not essential.
- Experience in creating and delivering strategic communications and engagement plans.
- Excellent organisational skills, able to manage time and meet deadlines.
- A good team player with excellent interpersonal skills, capable of engaging with a range of stakeholders.
- A high level of competence in MS Office suite.
- Ability to work independently, use initiative and demonstrate thought leadership.
- Good awareness of and understanding of the Tiriti o Waitangi and knowledge of te reo Māori, an advantage.
- Excellent written communication skills, with the ability to write in plain English.
- Knowledge of the health and disability sectors is an advantage.
- Experience with design software or the Adobe suite (preferred) is an advantage.
- A tertiary qualification in a related sector.

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 āianeī, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake 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 hapori, 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.