

Role	CHIEF EXECUTIVE / TUMU WHAKARAE
Reports to	GNPZ Chair who will be supported by the Executive and HR Committee
Direct reports	Senior contractors (1-3 at any time), Administrative support contractors (1-3 at any time) Other individual consultants and contractors undertaking work on behalf of GPNZ Managing GPNZ activities undertaken by staff of member organisations
Hours	Base of 40 hours per week, this role includes regular after-hours meetings including some weekend activities and frequent travel.
Primary objectives of the role	Reporting to the Chair, the CEO will be responsible for GPNZ in: <ul style="list-style-type: none"> ▪ Operationalising the organisation’s commitment to Tikanga Māori and the principles of Te Tiriti o Waitangi ▪ Deliver on the needs of today’s members whilst shaping the future membership and services of the organisation ▪ Maintain and strengthen proactive and positive connections with primary care and the broader health and social care sector ▪ Set direction for the organisation in line with the health reforms ▪ Being the go-to voice of organised general practice in New Zealand for the Government, Ministries and Agencies and across primary care. ▪ Managing the primary care caucus at the national negotiating table for the PHO Services Agreement (\$1bn+ contract). ▪ Managing and maintaining strategic relationships with Government ministers, senior Ministry of Health staff, Chairs and CEOs of national organisations and other government agencies. ▪ Advocating for general practice and organised primary care on the national stage. ▪ Leading, developing and managing GPNZ in line with the organisation’s Strategic Plan. ▪ Provide oversight of GPNZ shareholdings in Patients First Ltd
Relationships (internal)	<ul style="list-style-type: none"> ▪ Chair ▪ Executive ▪ Committees and Committee Chairs (National CEO Group, Nursing Leadership Group, Primary Care Clinical leads, Māori Leadership group, CIO Huddle) ▪ Member organisations and their team members ▪ Consultants and contractors
Relationships (external)	<ul style="list-style-type: none"> ▪ Government Ministers, Associate Ministers, their offices and government agencies including MoH, Health New Zealand, Māori health Authority, Treasury, MSD, ACC, HQSC ▪ The sector including providers ▪ Senior executive, governors and staff of other national health related organisations and professional bodies, including but not limited to: DHBs, RNZCGP, RGPN, NZMA, NZNO, Federation, GPLF, AHANZ, Pharmaceutical Society and Guild ▪ Companies GPNZ is a shareholder of (Patients First) ▪ Media

<p>Commitment to the principles of Te Tiriti o Waitangi</p>	<p>GPNZ acknowledges the Government’s clear obligations under the Te Tiriti o Waitangi to enhance and improve the design of access to, delivery and evaluation of health and disability support services and programmes which impact Māori. GPNZ will always demonstrate a willingness and ability to recognize and respect Māori values and customs.</p> <ul style="list-style-type: none"> ▪ Ensure equality and diversity is recognised, respected and integral to all service provision and decision making. ▪ Proactively develop relationships that reduce inequity in Māori, Pasifika and migrant health care. ▪ Actively participate in opportunities and initiatives that will contribute to reducing the disparity in health status between Māori and non- Māori. ▪ Actively seek positive Māori involvement in the delivery of health care.
<p>Nature and scope</p>	<p>Advocacy - To promote and position GPNZ nationally as a strategic leader in shaping and implementing transformational change by:</p> <ul style="list-style-type: none"> ▪ Leading conversations on future government policy and sector direction. ▪ Using influence to drive change in health policy. ▪ Analysing government policy, draft primary care advocacy positions, achieve buy-in across the sector and develop appropriate implementation strategies. ▪ Producing and promoting thought pieces setting the direction for primary care. ▪ Engaging the media as appropriate. <p>Member Support</p> <ul style="list-style-type: none"> ▪ Ensuring member groups including CEOs, Māori Leadership Group, Nursing Leadership group and CIO Forum are able to meet regularly for meaningful relevant korero. ▪ As appropriate, seek information and updates on issues relevant to GPNZ members and provide this to members in a way that supports their work. ▪ Provide secretariat support for the Primary care Clinical Leadership Group. <p>PHO Services Agreement – Managing the primary care caucus to ensure effective negotiation of the national primary care agreement by:</p> <ul style="list-style-type: none"> ▪ Represent GPNZ Members per the PHO Services Agreement Amendment protocol (PSAAP) mandate in the negotiations, and manage the primary care caucus against the agreed terms of reference ▪ Managing the activities of the caucus in line with the terms of reference. <p>National relationships - Build strong, collaborative relationships and alliances with other relevant organisations reflecting the multidisciplinary nature of future health care networks by:</p> <ul style="list-style-type: none"> ▪ Developing and maintaining relationships with key influencers of health service development and health policy. ▪ Sharing GPNZ’s position and gaining support for our position from the sector. ▪ Taking a leadership role in and contributing to relevant national discussions, making presentations, leading meetings and engaging members. <p>Organisation leadership and management</p> <ul style="list-style-type: none"> ▪ Exercising executive stewardship of GPNZ’s physical, financial and human resources. ▪ Ensuring GPNZ’s shareholding in Patients First Ltd by taking on Board directorship if requested by GPNZ Executive, or by engaging regularly with GPNZ’s appointed directors on these Boards.

KEY TASKS AND EXPECTED OUTCOMES

Key tasks	Expected outcomes
Advocacy	<p>The CEO will oversee GPNZ advocacy activity to ensure the following are delivered on:</p> <ul style="list-style-type: none"> ▪ GPNZ will provide position statements on relevant government policy announcements and developments. ▪ GPNZ will develop thought leadership pieces through the engagement and management of relevant expertise, analysis and associated communications packages. ▪ GPNZ will engage with Government to present statements and positions on behalf of the sector. ▪ GPNZ will support the sector to understand Government policy through: <ul style="list-style-type: none"> – Meetings with relevant Government Ministers and senior ministry and agency officers – Regular communications, Panui, meetings (in person and virtual) and webinars as appropriate – Media engagement – Provision of statements and communications for members to share with stakeholders
PHO Services Agreement Amendment protocol (PSAAP Negotiations)	<ul style="list-style-type: none"> ▪ Represent GPNZ Members per the PHO Services Agreement Amendment protocol (PSAAP) mandate in the negotiations, and manage the primary care caucus against the agreed terms of reference ▪ Ensure GPNZ membership contribute to the negotiations through a well-developed primary care caucus process ▪ Advocate for increased funding for Māori and innovate delivery of solutions designed by Māori ▪ Involve Māori leader’s forum in leading design of innovative changes to PSAAP agreement ▪ Advocate for increased funding for rural practices
National relationships	<ul style="list-style-type: none"> ▪ Collaborative relationships are developed and maintained with all key national organisations. ▪ Strategic alliances, partnerships and Memoranda of Understanding with nominated organisations are in place. ▪ Effective relationships are maintained with the Minister, Associate Ministers and Ministry of Health and other relevant agencies. ▪ Economic, health sector and market trends and conditions are monitored and GPNZ positioned in an influential role where appropriate. ▪ GPNZ policies and priorities are modified to take advantage of opportunities presented. ▪ Global trends are monitored and GPNZ positioned to contribute to the international context. ▪ Executive is kept well informed of trends and opportunities.
GPNZ governance - support to the Chair and Executive	<p>The CEO will support effective governance of GPNZ through:</p> <ul style="list-style-type: none"> ▪ Maintaining a close and responsive working relationship with the Executive, Chair and Executive Directors. ▪ ensuring policies and planning recommendations are formulated for the Executive. ▪ reporting all material business, financial and reputational risks to the Executive, along with mitigation strategies which have been developed in accordance with best practice. ▪ informing The Executive through meeting papers of a high professional standard

	<p>prior to meetings, and ensuring subsequent actions are executed in a timely fashion.</p> <ul style="list-style-type: none"> ▪ Providing governance oversight of GPNZ shareholdings, either as a director or through the appointment of and relationship with GPNZ appointed director.
Strategic and business planning	<ul style="list-style-type: none"> ▪ The Executive's strategic planning activity is facilitated with agreed priorities incorporated into the Strategic Plan. ▪ The Annual Business Plan and budget is submitted to the Executive for consideration and adoption by end June. ▪ Progress against Key Performance Measures is reported to the Executive and members at least annually.
GPNZ financial and operational management	<p>Financial Management</p> <ul style="list-style-type: none"> • Systems and processes: appropriate financial management systems and processes are in place and overview of financial planning, cash flow and management reporting is maintained. ▪ Financial reporting: detailed financial management reports and budgets are provided to the Executive on a quarterly basis, with variances of $\pm 10\%$ identified and explained. ▪ Annual financial audit is overseen with information maintained to ensure transparency and inform audit process. ▪ All compliance obligations are met. <p>Operational Management</p> <ul style="list-style-type: none"> ▪ Policies and procedures are developed in accordance with best practice protocols. ▪ Organisational objects are achieved through appropriate recruitment and training and effective relationships with all staff and contractors. ▪ Appropriate HR systems and processes are in place to ensure all statutory employment and contract law obligations are met. ▪ Staff and contractors are motivated and committed to achieve quality results for the organisation. ▪ Office systems and processes are implemented and monitored to ensure the office functions as a well-organised, efficient unit. ▪ Up-to-date, robust ICT systems and protocols are in place to meet organisational requirements and objectives. ▪ Major projects determined by the Executive are provided with project leadership, sponsorship and management services to ensure deliverables are met within financial targets and timelines.
Membership and communications	<ul style="list-style-type: none"> ▪ Communication plan for stakeholders is reviewed annually. ▪ The organisation and its mission, programmes and services are consistently presented in a strong positive image to members and other relevant stakeholders. ▪ GPNZ website is developed and maintained. ▪ Member/sector visits occur frequently to ensure and support engagement. ▪ Relationships with potential members are developed and maintained. ▪ Newsletters are regularly developed and promoted. ▪ Media is proactively engaged on relevant matters. ▪ Members are regularly invited to provide feedback on GPNZ performance and activities.

The tasks defined above are indicative and may change from time to time as the needs, priorities and objectives of the organisation change. Accordingly, the CEO will undertake any other tasks and duties as agreed from time to time, subject to provision of appropriate training or support.

DELEGATED AUTHORITY

Delegated Authority	<ul style="list-style-type: none"> ▪ As approved by the Executive within the GPNZ delegations policy.
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PERSON SPECIFICATION AND REQUIRED EXPERIENCE

Essential	<ul style="list-style-type: none"> ▪ Extensive experience at executive management level in the primary health care sector. ▪ Understanding of the machinery of government and how to influence it. ▪ Extensive experience of working at a governance level. ▪ Superior business, financial and contract management acumen. ▪ Proven relationship development and management skills. ▪ Strong negotiation and influencing skills. ▪ A visionary and creative thinker with ability to translate thought into action. ▪ Proven staff management and motivation skills. ▪ Higher tertiary qualification in health or business management
Desirable	<ul style="list-style-type: none"> ▪ Experience of working in primary care or in a relevant government agency ▪ Experience of managing consultants and contractors ▪ Understanding of IT/IM and application of this to support business and clinical process improvement.