



**GOVERNMENT OF NIUE
NIUE PUBLIC SERVICE COMMISSION**

Job Description

Job Title : Director of Health	
Division: Ministry of Social Services	
Location: Department of Health	
Reports to: Secretary to Government	
Approved by NPSC: Date:	Appointee: Date:

VISION

Niue ke Monuina – A Prosperous Niue
To build a sustainable future that meets our economic and social needs while preserving environmental integrity, social stability and the Niue culture.

MISSION

Enjoy a harmonious and healthy lifestyle in a thriving, educated and safe community that has access to a wide range of quality social services and healthy development opportunities.

PURPOSE

The purpose of the position, Director of Health, is to:

- Oversee and implement the ongoing, protection, regulation and maintenance of national resources and development of Government Health policy by the Department of Health for the well-being of Niuean community and individuals, commerce and industry, and the increasing prosperity of the country.
- Instil a culture of professionalism, performance and continuous improvement throughout the Department, based on commitment to achieving the vision of Niue ke Monuina.

Department of Health

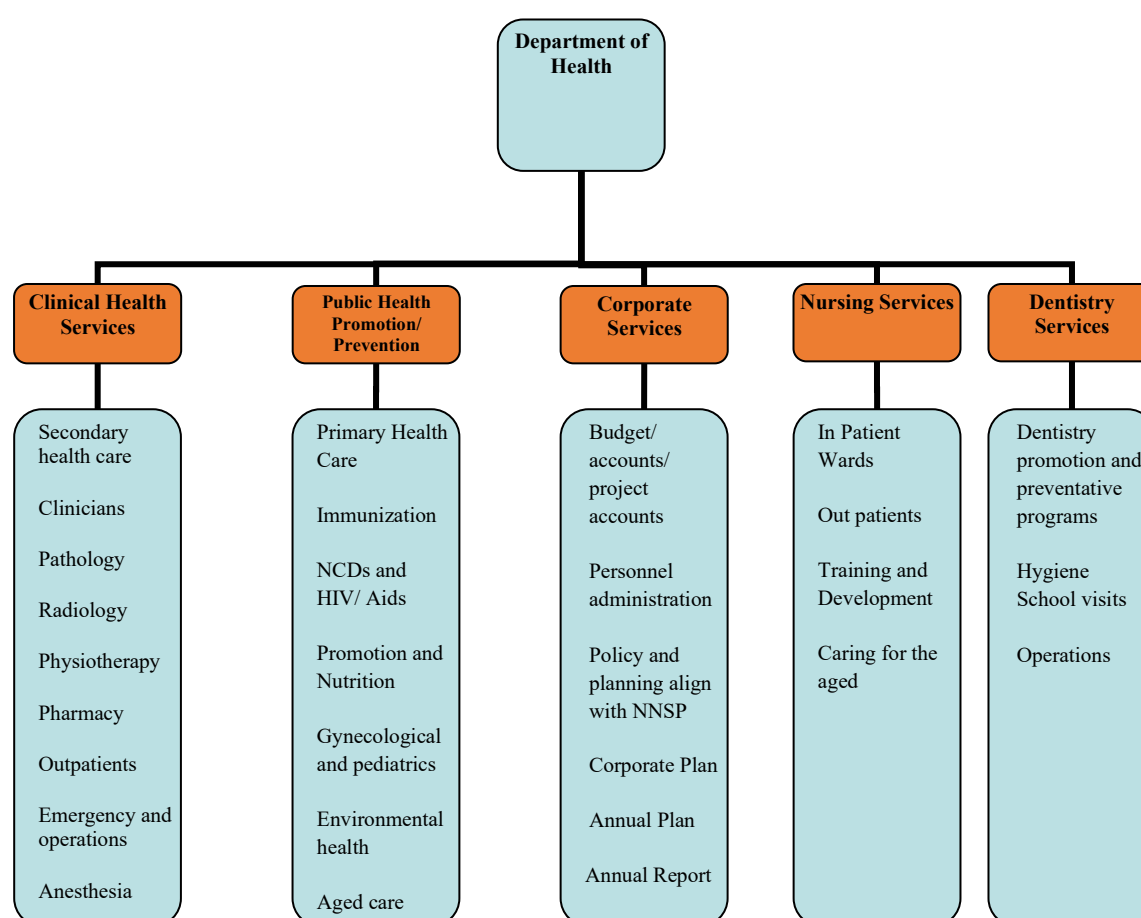
The Department of Health has these core functions:

- Clinical Health Services – Medical care, Radiology, Physiotherapy, Pharmacy, Outpatients, Emergency and operations, Anesthesia, Ophthalmology etc.
- Public Health Promotion/Prevention – Immunization, NCDs and HIV/Aids, Promotion and Nutrition, Gynecological and Pediatrics, Environmental Health etc.
- Corporate Services – Human resource and administrative support
- Nursing Services – In-patient wards, Outpatients, Training and Development, Aged Care
- Dental Services – Dentistry promotion and preventative programs, Hygiene school visits, Dental operations

The Role of the Department is to:

- To undertake the functions of the Department, pursuant to the **aims** and executing the **Medical Care and Public Health Strategies** as specified in Pillar 5 of the Niue National Strategic Plan;

- Contribute toward a consolidated perspective to national strategic planning activities, action Government goals and priorities.
- Advise the Secretary to Government and Public Service Commission on matters relevant to the department, including strategic opportunities and issues concerning improved service provision.
- Implement programmes and priorities for improving the knowledge and skills of departmental employees and increasing departmental effectiveness and efficiency.
- Clarify and align functions and operating practices for improved consistency in performance, achievement, and accountability.
- implement the required process to improve the provision of services to the public and develop a culture of continuous improvement, focused on professionalism, integrity, and the pursuit of excellence.
- Ensure departmental activities are conducted in accordance with the relevant applicable Legislation and the Niue Public Service Regulation's (2004)



SUMMARY OF THIS POSITION

As the Director you will work with the Secretary to Government and the Niue Public Service Commission to review departmental functions, resources and structures to ensure their suitability for achieving their mandated outputs and expected outcomes for Niue, in accordance with the relevant National Development Pillars in the Government's Strategic Plan and changing requirements over time.

Your ongoing responsibility will be to implement the goals and directions of the Government for the Department in conjunction with the Secretary to Government and the Minister, to ensure the work of the department within the ministry structure, to maintain performance and outputs, deliver planned

and approved results efficiently and effectively, and in compliance with relevant policy and legal requirements.

TERMS of REFERENCE

In performing the duties of Director, you will be subject to the achievement of Key Performance Indicators. The KPI's for the initial 6months of this contract are set out in Appendix A.

The key tasks, activities and expectation set out below to be undertaken in performing the duties of Director may be varied within reason in consultation with the Secretary to Government, Public Service Commission or Minister of Social Services to meet changing demands on the role of the department.

Key tasks/Principal activities/Job expectations	Key results/methods	Outcomes – Why	Timelines
Direct and oversee the implementation of departmental annual work plan under the supervision of the Secretary to Government; Implement decisions made by the Public Service Commission and Cabinet.	Decisions are implemented efficiently, effectively and equitably. Obstacles impacting implementation are identified early and workable solutions proposed.	Improvements in service delivery and other forecast economic, financial or performance benefits achieved with minimal disruption	As specified in the approved annual plans and corporate plans.
Provide advice on medical care and public health matters to the Secretary to Government and Minister for Social Services.	In-depth research and robust analysis is undertaken to assist with strategic planning and development of policies. Implementation activities are legally sound and consistent with relevant policies and procedures.	Ensure a timely, well informed and sustainable decision are made by those involved. Ensure forward looking, meaningful Health care and Public Health development and management for the benefit of Niue.	Monthly progress reporting and quarterly and annual planning cycles.
Evaluate department structures, processes and resources and identify performance improvement and savings opportunities. Recommend appropriate changes, and reporting procedure to assist in tracking benefit realization.	Change decisions are based on quantified benefits and achievement of the assessed gains is monitored. Reporting mechanisms should as far as possible be simple and effective, to avoid tying up resources and effort at the expense of getting things done. Compile the department annual report and as such reports as may be required by the Niue Public Service Commission and Cabinet. Compile the department annual	Benefits of individual change initiatives are known, and end-results are measure against agreed targets. Remedial action can be taken as and when slippage occurs.	Continuous in accordance with approved programme or project timelines. Department annual report to be compiled and submitted by 1st August every year, to the Secretary to Government and Public Service Commission. Formal quarterly progress reporting over/project

	estimates of expenditure and revenue (budget) in consultation with the Secretary to Government.		programme lifetimes.
Identify opportunities for ongoing development of the department's capabilities and human resource assets based on the successful experiences of other countries.	To implement measures to monitor and assess the sustainable use of department resources to provide the best medical and health care possible. Meetings with international visitors and advisors. Desk research and internet communication.	Maintain current awareness of international and local developments through research, networking and liaison with Government, Public Service, Regional Crop agencies i.e.; World Health Organization and industrial and commercial representatives.	Ongoing participation in local and overseas/regional forums and familiarization with relevant overseas experiences.
Communicate the medical care and public health services at all levels within the department, private enterprise and to the wider community. Subject to the direction of the Secretary to Government to engage with key stakeholders for the purpose of promoting and implementing beneficial health care-based initiatives and highlighting achievements. Work with the Secretary to Government to ensure timely detailed and accurate communications are maintained with all staff and any affective external parties with respect any change activity.	Assist with the preparation of an annual communication plan, identifying opportunities for presenting success stories and opportunities to local audiences and production of publicity material as required. Assist in preparation and delivery of strategic documents and presentations as required. To compile and submit progress reports on all projects being implemented or monitored by the Department.	Ensure frequent and consistent messages are communicated to concerned individuals and interested parties internally and externally. Adress both specific community concerns in relation to resource management and environment openly and honestly and the overarching economic parameters, such as the link between the sustainable management of resources and the environment and a high-performing business sector.	In accordance with agreed communication plans
Interact constructively and closely with the Secretary to Government, Public Service Commission to seek continuous improvement for the department as model in the wider public service performance.	Act as an advocate for change, using success stories, information gathered from research to introduce innovative new ideas. Open, honest, and regular exchange of ideas and experiences with fellow Heads of Departments in the Public Service, Government trading organizations and the private sector.	To motivate the department, ensure staff contribute to an increasingly progressive, efficient, effective, and economical Ministry.	Continues process

SCOPE

	Direct	Indirect
Subordinates	Department Staff	Contractors
Budget Allocation	Annual Allocation as approved of by the Niue Assembly annually	Project funding as per particular donor funded project. Donations from Public, NGO's and other bodies.

KEY RELATIONSHIPS

Direct reports - Internal	Government	External
Heads of Department under the Ministry of Social Services	Minister	Community Leaders
Department Managers and Division Heads and staff	Secretary to Government	Business and Industry Leaders

NECESSARY QUALIFICATIONS and PERSONAL ATTRIBUTES

- Bachelor's degree in Management, Health/Medical Sciences or related fields.
- Significant experience in a range of senior management roles within the Public Service
- Good knowledge of the machinery of Government, with very well-developed skills in strategic and corporate planning, and annual, quarterly, and monthly reporting
- In-depth understanding of the Niue ke Monuina vision and the central contribution to be made to its achievement by a transformed Public Service
- Demonstrated negotiation ability, project management skills and results orientated.
- Sound grasps of strategic infrastructure issues, ideally with senior executive experience in one or more areas
- Excellent relationship and people management attributes
- Ability to lead and contribute effectively in senior executive environments.
- Well developed analytical ability
- First-rate written and oral communications skills in both Vagahau Niue and English
- Capacity to represent Niue's Public Health interests to senior decision-makers and interested parties locally and internationally,
- Respect for equal employment opportunities, workplace diversity, individual rights and personal dignity
- High levels of personal commitment and energy

APPENDIX A KEY PERFORMANCE INDICATORS

1. An evaluation of Departmental functions, structures, processes and resources, to be submitted for review by the Secretary to Government and Public Service Commission by 31st May annually.
2. Compilation and submission of Department Annual Report to the Secretary to Government and Public Service Commission before the 1st of August of every year.

3. To submit to the NPSC the performance assessments for all staff under the Department of Health at the end of each financial year (by end June).
4. Conduct section head meetings or staff meetings at least once every 8 weeks. Minutes to be made available.
5. Attendance at all HOD meetings called for by the Secretary to Government or the Minister for Social Services. Apologies accepted only in unavoidable circumstances.
6. Internal controls implemented to maximise revenue collection, and stabilise operational costs throughout the financial year.
7. Compilation in consultation with the Secretary to Government, the Department annual estimate of expenditure/ budget for the subsequent year, to be completed by the end of March of the preceding year.

APPENDIX B

RELEVANT LEGISLATIONS

Department	Legislation
Department of Health	Niue Act 1966 Food Control Act 1981 Public Health Act 1965 Health Practitioner Act 2021 Tobacco Control Act 2018 Mental Health Care Bill 2023 (Under Review) DOH Vaccine Immunization Policy 2018 Cold Chain Policy 2022 NIUE Public Health Protocol for COVID-19 2022 Referral Policy 2018
	Subsidiary Legislation
	Dental Regulations 1970 Notifiable Disease Notices Liquor Act 1975 Pesticides Act 1991 Mosquito Control Act 1980 Pig Control Act 1998