

# Student Wellbeing (Tūturu) Director

## Position Description



## About Te Puna Whakaiti Pāmamae Kai Whakapiri New Zealand Drug Foundation

Our vision is an Aotearoa New Zealand free from drug harm. And our mission is to transform the way Aotearoa New Zealand addresses drug issues. We influence this through our leadership, by supporting communities and inspiring action that promotes wellbeing, is mana enhancing and prevents drug harm.

Te Puna Whakaiti Pāmamae Kai Whakapiri works on some of the most challenging issues facing communities. Because of this we invite people to work for us who share our vision and values, and who are committed to positive social justice outcomes.

We transform the way Aotearoa addresses drugs through leadership, supporting communities, and inspiring wellbeing and mana-enhancing actions. This means that we:

- Commit ourselves to health equity for Māori and meeting Māori health aspirations.
- Create kind, compassionate and people-centred responses to drug harm reduction.
- Support communities to create solutions for themselves.
- Respect the power of evidence to inform our own work and promote healthy public policy.

Tūturu is a uniquely Aotearoa approach that brings schools and health providers together so students can learn, be well and prepared for the modern world. A pilot of Tūturu had a successful evaluation and is now in a phase of growth, and is being established in more regions and schools.

We are a non-government charitable trust. We are staunchly independent and place very high value on the advocacy role of community organisations. Our team has a reputation for credibility and professionalism. Our work is respected by policy makers, politicians, and other alcohol and drug agencies.

## Working for Te Puna Whakaiti Pāmamae Kai Whakapiri

Te Puna Whakaiti Pāmamae Kai Whakapiri has high expectations of those who work with us, and in return we strive to provide a supportive, flexible, innovative and professional work environment. We pride ourselves on having a friendly, supportive, and genuine culture where we treat each other as people first.

Our staff are all expected to:

- demonstrate an understanding of, and commitment to, our values and core principles outlined in our constitution, strategic plan and staff code of conduct
- work within our stated vision, mission and goals, and follow our operational policies and procedures
- work well as part of a team
- abide by the staff Code of Conduct and individual employment agreements.
- incorporate the principles of continuous quality improvement into their activities
- ensure their own safety and the safety of others in the workplace and actively participate in maintaining a safe working environment.
- maintain and develop their skills, knowledge, and expertise.
- work to enhance the wellbeing of Māori and helping the Foundation to honour Te Tiriti ō Waitangi.

We have offices in Auckland, Wellington and desks at a co-working office in Christchurch, which are close to great coffee, good food and public transport.

## Purpose of the Student Wellbeing (Tūturu) Director position

This position is a senior leadership role, which leads our Tūturu programme. The main focus of the role will be to steward the ongoing establishment, growth and evolution of Tūturu and therefore create systems change that will positively influence the health outcomes of secondary school students in Aotearoa New Zealand.

Tūturu is a systems-change initiative that helps schools and health services work together to improve schools wellbeing response to youth health issues and improve young people's critical thinking to help them navigate decisions that will impact their wellbeing, including alcohol and drug use (AOD). After a very positive independent evaluation, Tūturu is growing. We have been developing into new regions and schools, producing curriculum resources, and other support materials, growing its youth development, Pacific and Māori partnerships and adapting the model to navigate a complex environment. Tūturu is a model that can be adapted for a range of health issues, and is increasingly doing so, spanning: AOD, gambling, mental health, screen time and vaping.

As a senior leader the Student Wellbeing Director will maintain oversight over all facets of Tūturu and adapt the Tūturu approach to respond to a complex and changing environment. As our health, addictions and education sector changes, so must we. Moreover, as we try to implement the approach in other areas, we must learn and adapt our approach.

The role is responsible for looking ahead to anticipate and set Tūturu up for success into it's next phase(s) of development. The Director manages the relationship with the funder(s), evaluation partner, stakeholders, governance and other Drug Foundation personnel.

This position is responsible for managing a significant budget, a team of staff, providing strategic oversight of the relationship with our contracted providers, and the development of new communications, curriculum and other support materials. The role also oversees specific projects, such as a youth advisory group and Māori and Pacific approaches. The Director also oversees the contracted evaluation of the programme and new approaches.

## **Reports to**

This position reports to the Executive Director and is part of the Directors Team – our senior leadership team.

## **Direct reports**

National Operations Manager – who is responsible for the day-to-day support for the contracted regional leads and their reporting accountabilities.

Programme Lead(s) – two Programme Leads at the time of writing.

The role also has communications capacity dedicated to Tūturu, who sit in our Communications Team, including one dedicated communications role. Other communications, Māori Partnerships, programmes or policy capacity are sometimes deployed to support Tūturu.

## **Other key relationships**

Te Whatu Ora funder

Ministry of Education

Tūturu's governance group, development rōpu, and advisory groups associated with projects (including: gambling, curriculum development and youth advisory)

Regional providers

Other contractors and providers

NZ Drug Foundation staff

## **Financial delegation**

The position has a financial delegation of \$10,000.

## **Focus areas**

Systems change

Tūturu impacts system change, in a dynamic and challenged environment, which ultimately improves the wellbeing of students.

This includes:

- Anticipating challenges and working to mitigate and overcome them
- Applying strategic thinking and identifying strategic opportunities
- Adapting the Tūturu model based on the evaluation, learnings from the regional leads, and to ensure it successfully adapts to changes in the health or education sectors.
- Proactively seeking out opportunities to ensure Tūturu is successful in its mission and receives future contracts.

### Staff management

Tūturu staff understand what is expected of them and are supported to deliver on those expectations.

This includes:

- Regular 1:1 and team meetings/WIPs
- Development of project plans
- Coaching of staff through difficulties
- Encouraging professional development and running performance processes
- A clear statement of expectations about projects
- Mentoring of staff as they take up new challenges

### Stakeholder engagement

Our positive, high-trust relationships with our funders, stakeholders, the wider education/health sector(s) means that Tūturu is enabled to deliver on its objectives. Together we identify strategic opportunities to ensure Tūturu is well-placed to continue to develop into future years.

This includes:

- Support the convening, and ensuring the ongoing membership, of:
  - The governance group, and ensuring cross-agency governance group are engaged and given sufficient information to make effective strategic decisions that help Tūturu develop. This role has responsibility for briefing & guiding the governance group.
  - The development rōpu, and proactively seeking their guidance on the development of Tūturu
  - Any advisory groups associated with projects eg gambling, curriculum development and youth advisory
- Proactively managing the relationship with our key funder(s), keeping them informed, managing their expectations, providing accurate and timely reports and information to meet and exceed contractual obligations.
- Identifying opportunities to build Tūturu with funders and stakeholders.
- Relationships with relevant educational & health organisations are developed and maintained

### Contracted providers

Our regional leads and the organisations that employ them understand Tūturu well, add value to Tūturu and continue to evolve the model, and the regional lead's are well supported by their managers and CEO's.

- Maintaining a positive relationship with contracted regional organisations (providing regional leads).
- Ensuring the senior leaders in organisations contracted to provide & host regional lead roles understand Tūturu, support their lead/Tūturu staff, and champion Tūturu internally.
- Supporting the Tūturu National Operations Manager to provide support to the regional leads by maintaining the day-to-day engagement with the leads and ensuring they provide reporting information.
- Induction of new CEO's, managers, and, alongside the National Operations Manager, the regional leads.
- Maintain regular communication with the managers of the regional leads.
- Identify new regions to develop into.
- Ensure the contracts are fit for purpose and that, alongside the National Operations Manager, the providers supply reports, quality assurance and safety information (e.g. quarterly reports/dashboard information, and police checks)

## Evaluation and reporting

Tūturu is evaluated on relevant measures so that we can both improve Tūturu and share its successes with stakeholders.

- Ensuring the contracted evaluators understand Tūturu and the objectives of each aspect being evaluated
- Draft evaluations are received and feedback on them incorporated under your leadership
- Results are shared as appropriate
- Action is taken on key recommendations

## Resource development

Tūturu has high quality resources & curriculum materials, which attract schools, teachers, and support student learning & critical thinking skills.

- Ensure resource development includes health and education partners to develop evidence-based material.
- As opportunities arise to create curriculum materials, capable contractors are taken on to produce them, in alignment with Tūturu's approach
- Alongside the Drug Foundation communications team, the website continues to develop to ensure good access to online materials; and so that we can report on the number of engagements with the materials.
- Additional materials and presentations are produced to support Tūturu as needed, in conjunction with the Drug Foundation communications team.
- Regional leads are provided with high quality materials and templates to support their work.

## Communications

External and internal communications are well managed and support Tūturu's growth and development.

- Work with the Drug Foundation communications team to manage communication internally and externally.
- Manage communications risk proactively.

## Financial Management

We spend our budget effectively and as expected, and are able to report on our spending to funders & governance. Variances are anticipated, and are mitigated and/or explained.

- Contribute to annual budget development by estimating and allocating Tūturu's project costs for the annual budget
- Monitor spending using Xero and quarterly reports provided by the Drug Foundation accountants
- Reassign spending to other areas of need where this is best for Tūturu
- Aware of, and stick to financial delegation and credit card limits.
- Approve spending up to you delegated authority, and seek approval from the Executive Director for items above
- Provide receipts and invoices in a timely fashion

## Māori, Tiriti, equity and youth development

Tūturu works towards rangatahi Māori educational achievement and hauora, walks in partnership with Māori health providers, by:

- Partnering with kaupapa Māori organisations as providers, and enable them as regional providers to build relationships with local schools
- Providing resources & materials that positively engage rangatahi Māori
- Consider a relationship with Wharekura and extending Tūturu into Wharekura (or similar – e.g. learning from the success of wharekura to better equip mainstream schools supporting rangatahi Māori).

Tūturu positively contributes to the educational achievement and wellbeing of Pacific students.

- Pacific resources and approaches are developed and implemented by a Pacific lead in Auckland.

And young people's views are sought to guide aspects of Tūturu's development

- The Youth Advisory Group seeks the views of young people about aspects of Tūturu's development
- Local opportunities to harness youth leadership are identified and supported.

## Skills and knowledge required

- Proven senior leadership skills
- Management experience
- Project management skills
- Contract and stakeholder management
- Significant knowledge of both the health and secondary school education sectors
- Youth development and approaches to build young people's resilience, critical thinking skills, harm reduction (e.g. AOD, gambling, mental health harms).
- A good understanding of Tiriti and proven experience working in partnership with Māori
- Risk management skills and experience
- Some experience managing budgets and spending
- An appreciation of the Tūturu approach