

POSITION SUMMARY

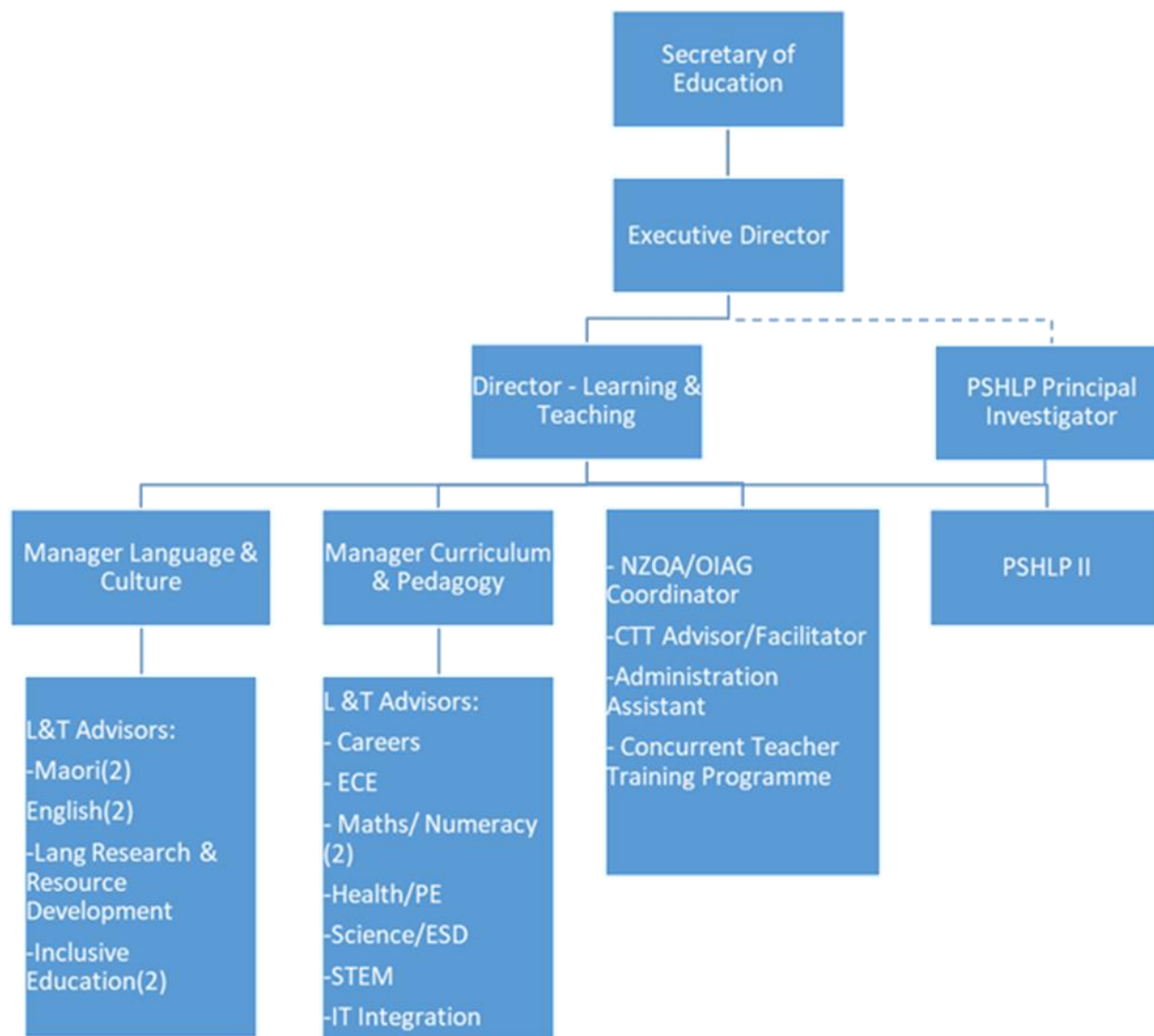
Job Title:	Research Associate: Health Promotion via Education (PSHLP-Pacific Science for Health Literacy Project)
Division:	Learning and Teaching Division
Responsible To:	Director Learning and Teaching, the Health and Physical Education Advisor AND Nominated Liggins Institute Investigator
Responsible For:	NIL
Job Purpose:	<ul style="list-style-type: none"> • Provide coordination and administration support for programmes linking the Ministry of Education (MoE), Te Marae Ora (TMO) and the Liggins Institute, in relation to the role of schools as a setting for health promotion. • In relation to programmes linking the MoE, TMO and the Liggins Institute, this role will provide support for: <ul style="list-style-type: none"> ○ Evidence-based evaluation ○ Development of evaluation tools and standard operating procedures ○ Data collection, analysis and reporting • Contribute to good communication between schools, MoE, and TMO in relation to education for health promotion activities.
Remuneration:	Minimum: \$30,846.00 Mid: \$35,781
Date updated:	August 2021

AGENCY VISION

The Ministry of Education values the unique nature of the Cook Islands. We contribute to the effective governance of our country and are recognised as leaders in education throughout the region.

The Ministry of Education provides a dynamic and professional environment which promotes and supports life-long learning through the provision of quality services.

ORGANISATIONAL STAFFING STRUCTURE



KEY RESULT AREAS (KRA'S)/OUTPUTS

(Selected from key tasks and expected outcomes)

K.R.As	Key Performance Indicators
<u>Health Promotion Support</u> To provide support in planning and implementation of health promotion activities within education.	<ul style="list-style-type: none"> Active participation in PSHLP and HRC project team meetings, and completion of action items.
<u>Research Support</u> To provide coordination and administrative support to evaluation of programmes related to health promotion within education	<ul style="list-style-type: none"> Active participation in research activities Professional development plan in relation to research evaluation and reporting implemented.
<u>Ministry of Education support</u> To provide coordination and administrative support to Ministry of Education L&T staff, and contribute to the effective functioning of the	<ul style="list-style-type: none"> Effective participation in meetings. Efficient and accurate coordination and administration related to health promotion programmes in schools.

Division and the Ministry of Education as a whole.	<ul style="list-style-type: none"> Valuable input into Ministry of Education initiatives.
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WORK COMPLEXITY

(Selected from key accountabilities) – From list above. Select most complex.

Indicate most challenging problem solving duties typically undertaken (3-4 examples):	
1	Keep abreast of scientific evidence underpinning the importance of child and adolescent health for the future wellbeing of the population
2	Collaborate with colleagues within the Ministry of Education, as well as external organisations, Te Marae Ora and the Liggins Institute.
3	Participate in challenging tasks to develop capabilities in evaluation, including data collection, analysis and reporting.
4	Provide excellent coordination support to a range of programmes linking health promotion within schools.

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

Internal	Nature of Contact
<ul style="list-style-type: none"> Line Manager and Director Learning and Teaching Advisory and Administration Staff MoE Divisional Directors and staff 	<p>Communication and coordination between PSHLP & HRC project evaluation activities and the Ministry of Education.</p> <p>Support the planning and organisation of evaluation activities associated with PSHLP & HRC.</p> <p>Provide coordination and administrative tasks as required.</p> <p>(Heavy)</p>
<ul style="list-style-type: none"> Principals, Teachers, Teacher Aides Students 	<p>Communication and coordination of programmes in relation to health promotion activities in participating schools.</p> <p>Support the organising, planning and implementation of evaluation of programmes associated with PSHLP II & HRC.</p> <p>Supporting school-communities (staff, students, parents) to engage with, interpret and act on evidence emerging from evaluation of PSHLP II & HRC programmes.</p>
<ul style="list-style-type: none"> Liggins Investigator (University of Auckland) 	<p>External reporting relationship as a Project Team member on PSHLP and HRC projects. The Investigator will offer professional development to the Research Associate to build capabilities required to</p>

	enable evaluation of the programmes associated with PSHLP & HRC.
<ul style="list-style-type: none"> • PSHLP II & HRC Project Manager (Cook Islands) • PSHLP II & HRC project staff and postgraduate students, Liggins Institute, University of Auckland • PSHLP II & HRC project staff and related staff, Ministry of Health, Cook Islands <p><i>PSHLP-Pacific Science for Health Literacy Project</i></p> <p><i>HRC – Health Research Council: Determinants of NCD Risk Project</i></p>	Working in partnership via PSHLP II and HRC projects, to facilitate and grow the development of multi-sectoral interactions between education and health.

External	Nature of Contact
<ul style="list-style-type: none"> • Te Marae Ora – Health Promotions staff 	Communication and coordination of programmes in relation to health promotion activities directly involving TMO staff. (Routine)

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.

(Selected from Knowledge and Experience)

Essential: (least qualification to be competent)	Desirable: (other qualifications for job)
<ul style="list-style-type: none"> • Bachelors or Master's degree in either health science or social sciences 	

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 you are looking for)
<ul style="list-style-type: none"> • This position is suitable for a recent graduate who is open to learning by being challenged to expand their tertiary education experience into practice by working alongside experienced practitioners in MoE, TMO and the Liggins Institute. Completed a 3 or 4-year undergraduate degree. • An ability to develop capabilities to enable participation in challenging work assignments 	<ul style="list-style-type: none"> • Experience in working in health promotion or youth leadership roles • Experience in data collection, data cleaning, basic data analysis • Experience in basic reporting on project work (this may for example come from reporting on a research project undertaken as part of tertiary education).

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KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

(Selected from Skills and Behaviour)

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> An ability to learn in order to develop their capabilities to grow into this role
Advanced	<ul style="list-style-type: none"> Demonstrated skills and experience in cross-cultural communication; Demonstrated ability to work to negotiated timetable and meet deadlines; High level of oral and written communication and reporting skills Undertaking professional reading relevant to health promotion and links to education.
Working	<ul style="list-style-type: none"> Good computer skills and knowledge of basic software, IT Level 3 competency; Actively participating in own professional development;
Awareness	<ul style="list-style-type: none"> The role of research is supporting evidence based practice The importance of keeping abreast with local, regional and international developments in relation to health promotion via schools The benefits of collaboration across the key agencies of education and health The science underpinning the importance of child and adolescent health for the future wellbeing of the population

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:

HoM/Manager

Date

Employee

Date