

Position Description

Employment Agreement:	Etū Multi-Employer Collective Agreement
Position Title:	Driver – full time
Directorate:	Finance, Procurement & Facilities
Location:	Dunedin
Responsible to:	Jan Robertson
Delegations:	Nil
Tenure/hours:	0720 – 1715 weekdays
Position Purpose:	Driving duties and delivery of goods
Date:	January 2020

Our Vision

Better Health, Better Lives, Whanau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing
We seek excellence through a culture of learning, enquiry, service and caring

Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
Looking after our people: We respect and support each other. Our hospitality and kindness foster better care.	Being sincere: We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	Best action: We are thoughtful, bring a positive attitude and are always looking to do things better.	As family: We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

Our statutory purpose

To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Maori and other population groups
- Foster community participation in health improvement and in planning for the provision of and changes to the provision of services
- Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

FUNCTIONAL RELATIONSHIPS

It is a key responsibility that relationships must be developed and maintained in such a way as to bring about a positive and respectful response from those the team member liaises with.

WITHIN SOUTHERN DHB	EXTERNAL TO SOUTHERN DHB
<ul style="list-style-type: none"> ▪ Transport Team 	<ul style="list-style-type: none"> ▪
<ul style="list-style-type: none"> ▪ All staff using the Wakari Shuttle service 	<ul style="list-style-type: none"> ▪

KEY RESULT AREAS

The position of Driver encompasses the following major functions or key result areas:

- Providing a timely service to all staff using the Wakari Shuttle
- Undertaking other duties as requested by the Transport Team Leader

The requirements in the above Key Result Areas are broadly identified below:

YOU ARE ACCOUNTABLE FOR	YOU ARE SUCCESSFUL WHEN
Living our values	
Acting as an ambassador for our organisation, you model our agreed values, providing both our internal and external customers with exceptional service and care at all times.	<ul style="list-style-type: none"> ▪ You are kind: You put people at the centre of their care, are attentive, helpful and caring. You treat people with respect and protect people’s dignity and privacy. ▪ You are open and sincere: You listen and hear with understanding and empathy. You keep people informed, so they know what is happening. You speak up if you have a concern and accept feedback graciously. ▪ You are positive, friendly and approachable and are always looking to improve. You aim for excellence, high quality and the best outcomes in everything you do. You are appreciative and encouraging. ▪ You are an active part of our community: You are culturally sensitive, value people and build solid relationships. You are regarded as collaborative, trustworthy and trusting.
Shuttle driving Mail Collection, Pharmacy and Meals on Wheels drop offs	<ul style="list-style-type: none"> ▪ You provide a timely service to all staff using the Wakari Shuttle. ▪ Ensure that mail collections, Pharmacy and Meals on Wheels boxes are picked up and delivered on time to the correct destinations.
Clearing Courier Parcels and Rehab equipment from the ISIS Ambulance Bay	<ul style="list-style-type: none"> ▪ You ensure that all parcels/equipment is picked up and delivered on time to the correct destination
Undertaking the Wakari Rubbish Round	<ul style="list-style-type: none"> ▪ All rubbish is collected and compacted in the compactor
Assisting with office furniture shifting	<ul style="list-style-type: none"> ▪ You have provided staff with assistance to move offices when required
Work as requested by the Transport Team Leader	<ul style="list-style-type: none"> ▪ You have completed tasks as requested which include but are not limited to: changing flat tyres, charging car batteries,

YOU ARE ACCOUNTABLE FOR	YOU ARE SUCCESSFUL WHEN
	cleaning cars, dropping off vehicles and assisting with cleaning rehab equipment in addition to Shuttle driving.
Other Duties	
Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.	<ul style="list-style-type: none"> ▪ You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. ▪ You produce work that complies with SDHB processes and reflects best practice. ▪ Research undertaken is robust and well considered.
Professional Development – self	
Identifying areas for personal and professional development.	<ul style="list-style-type: none"> ▪ You work with your manager to set and review annual performance objectives which you then achieve. ▪ Training and development goals are identified and met. ▪ You actively seek feedback and can accept constructive criticism.
Health, Safety and Wellbeing	
Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the SDHB’s Health, Safety and Wellbeing policies, procedures and systems.	<ul style="list-style-type: none"> ▪ You understand and consistently meet your obligations under SDHB’s Health and Safety policy/procedures. ▪ You actively encourage and challenge your peers to work in a safe manner. ▪ Effort is made to strive for best practice in Health and Safety at all times.
Treaty of Waitangi	
Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.	<ul style="list-style-type: none"> ▪ <i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other. ▪ <i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education. ▪ <i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.

Note: The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between you and your manager as part of the performance development process.

PERSON SPECIFICATION

This section is designed to capture the expertise required for a person to be fully competent in the role. (This does not necessarily reflect what the current position holder has). This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or position specific competencies.

	ESSENTIAL	DESIRABLE
Education and Qualifications	<ul style="list-style-type: none"> ▪ Current clean driver’s license ▪ ▪ 	<ul style="list-style-type: none"> ▪ P class endorsed license ▪ ▪
Knowledge, Skills and Experience	<ul style="list-style-type: none"> ▪ Experience driving mini vans ▪ Ability to think and act appropriately in all situations ▪ Ability to apply knowledge gained in the health setting. 	<ul style="list-style-type: none"> ▪ ▪ ▪
Personal Qualities	<ul style="list-style-type: none"> ▪ Works well within a team environment and able to foster good interpersonal relationships ▪ Good interpersonal skills, including ability to work effectively with people at all levels of the organisation ▪ Is dependable, honest and ethical; shows a high level of personal judgment. ▪ Acts with discretion, sensitivity and integrity at all times. ▪ Is adaptable and flexible – open to change (positive or negative) ▪ Is focused on providing exceptional levels of customer service. ▪ Is independent – able to prioritise work effectively, develops one’s own ways of doing things; able to guide oneself with little or no supervision. ▪ Maintains an exceptionally high level of confidentiality. 	

ORGANISATIONAL AND ROLE SPECIFIC COMPETENCIES

The following organisational and role specific competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

ORGANISATIONAL COMPETENCIES	
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
Integrity and Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Drive For Results	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Managing Diversity	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all.
ROLE SPECIFIC COMPETENCIES	
Wakari Shuttle Process and Protocols	Is welcoming, able to act appropriately with inpatients and outpatients using the shuttle, is kind and respectful; understands how to separate and combine tasks into efficient work flow.
Organising	Is efficient, well prepared, ensures the shuttle timetable is always adhered to.
Personal Learning:	Is prepared to undergo de-escalation training and adjust responses to situations appropriately; seeks feedback; is sensitive to changing personal demands and requirements and changes accordingly

CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date