

Position Description

Employment Agreement:	Maintenance Trades and Related Employees Collective Agreement
Position Title:	Groundsperson
Service & Directorate:	Facilities & Property
Location:	Dunedin / Invercargill
Reports to:	Works Supervisor
Number of direct reports:	Nil
Date:	April 2022

Our Vision

Better Health, Better Lives, Whānau 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 Māori 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

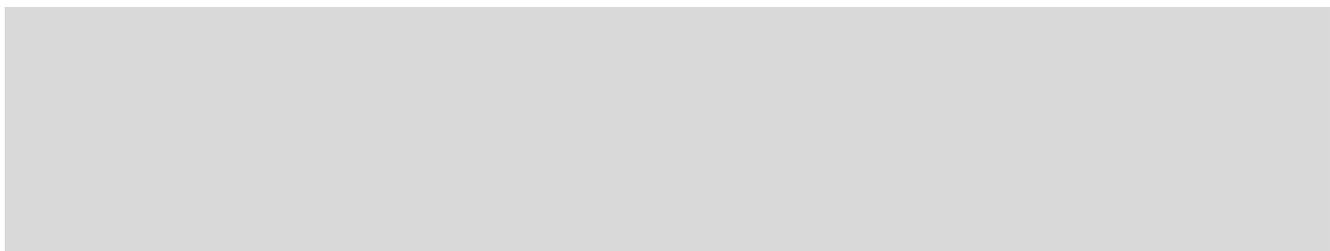
PURPOSE OF ROLE
To carry out grounds maintenance, and any associated handyman duties as required to all properties owned and operated by the Southern District Health Board to ensure a compliant, safe and efficient operation. To comply with health and safety at all times, including identification and reporting of all hazards and providing assistance in resolving issues that may cause harm. To deliver excellent customer service, assessing job requests, providing condition assessments of assets, and providing the best value response to customer requests, supporting team members and contractors. And to assist the Works Supervisor as required.

Competencies

The following 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.
Role Specific Competencies	
Problem Solving	Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
Planning	Accurately scopes out length and difficulty of task and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals, evaluates results.
Process Management	Good at figuring out the processes necessary to get things done; knows how to organise people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.

KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"> • All staff on site. 	<ul style="list-style-type: none"> • Contractors
<ul style="list-style-type: none"> • Health & Safety Team. 	<ul style="list-style-type: none"> • Patients, and their visitors and whanau
<ul style="list-style-type: none"> • Facilities & Property Team. 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Management and staff of other DHB departments. 	<ul style="list-style-type: none"> •



PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> NCEA Level 1, or equivalent 	<ul style="list-style-type: none"> Relevant qualification in a trade, project management or construction management. Growsafe Certificate NZQA accredited horticultural qualification or similar
Experience	<ul style="list-style-type: none"> At least 5 years' experience in a similar role either as part of a team or sole charge. Experience in the safe operation of motorised grounds keeping equipment lawnmowers, trimmers, chainsaws etc 	<ul style="list-style-type: none"> Relevant experience in hospital or institutional, project and/or facilities environment is desirable. Evidence of health and safety competency training (i.e. Site Safe).
Knowledge and Skills	<ul style="list-style-type: none"> Good general knowledge of gardening and grounds keeping practices. 	<ul style="list-style-type: none">
Personal Qualities	<ul style="list-style-type: none"> Above average levels of physical fitness. Strong ability to communicate and work effectively with people at all levels. High level of self-motivation and initiative with the ability to work independently as well as part of a team. Able to problem solve and think outside of the square to arrive at solutions that suit all stakeholders. Monitors, measures and continually improves own performance, establishes and maintains effective relationships. Evaluates situations and identifies existing problems or opportunities as well as actively seeking solutions to problems before being asked or directed. Performs tasks reliably and with efficiency and to a high standard. Positive attitude with a good sense of humour. Must hold a current driver's licence. 	

KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
Specific Tasks <ul style="list-style-type: none"> Maintain grounds including mowing lawns using a ride-on mower and motor mower, pruning trees/shrubs, general gardening, cleaning up debris and rubbish in the grounds, keeping snow and ice free from internal roads, keeping grounds and plants free from harmful insects and plant diseases at all SDHB sites as required to an acceptable standard and to a programme as agreed. Prevent or minimise damage or loss to Southern District Health Board facilities and resources. Accountability in daily operations within the Facilities and Property Services Works Team. Assist in maintaining relationships with contractors and Facilities and Property Services staff and management. Assisting trades staff and any other staff as directed. Provide assistance to contractors as may be required from time to time as directed. 	<ul style="list-style-type: none"> Grounds are well maintained, free of litter, and safe and pleasant

<ul style="list-style-type: none"> • Respond to all reasonable requests for assistance from hospital staff in a courteous and helpful manner. • Assist to ensure compliance with any applicable accreditation standards. • Cleaning of project sites and relocating furniture as and when required as directed by the Project Co-ordinator or other delegated Team member. 	
Other Duties	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Southern DHB Organisational Values.</p>	<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. • Live and support the DHB values in everything you do.
Living Southern DHB Values	
<p>Proactively demonstrating Southern DHB values in all aspects of the role.</p>	<ul style="list-style-type: none"> • Demonstrates behaviours that we want to see from each other, at our best. • Contributes positively to a culture of appreciation, a learning culture, where people feel safe to speak up. • Contributes positively to team and other initiatives that seek to improve patient and whanau experiences and/or staffs experience of working.
Professional Development – self	
<p>Identifying areas for personal and professional development.</p>	<ul style="list-style-type: none"> • Training and development goals are identified/agreed with your manager. • Performance objectives reviewed annually with your manager. • You actively seek feedback and accept constructive criticism.
Health, Safety and Wellbeing	
<p>Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB’s Health, Safety and Wellbeing policies, procedures and systems.</p>	<ul style="list-style-type: none"> • You understand and consistently meet your obligations under Southern DHB’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	
<p>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.</p>	<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 example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

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