

Position Description

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| Employment Agreement: | Maintenance Trades and Related Employees Collective Agreement |
| Position Title: | Southland Electrical Supervisor |
| Service & Directorate: | Facilities & Property |
| Location: | Invercargill based, services Southland region |
| Reports to: | Regional Electrical Team Leader |
| Number of direct reports: | 2 plus external electrical contractors |
| 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> |
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| 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

This role is to supervise the in-house and contracted electrical facilities maintenance teams within the Southland Hospital, Lakes, and rural sites in the Southland region under the Southern District Health Board's control, providing on the tools support as required. This portfolio includes all facets of electrical infrastructure including Security, CCTV, Communications and Fire alarm components.

To supervise, direct and develop a high-performing, electrical team to provide full asset management service, ensuring that all departmental processes function efficiently and risk to the organisation is minimised as far as practicable. To develop and sustain a positive team culture where all team members are supported, empowered and actively model exceptional customer service, health and safety practises, asset management and the values of the organisation.

To organise and implement the electrical facilities maintenance business aspects of Facilities and Property, being responsible for the day to day maintaining of electrical assets through the smooth operation of preventative and reactive maintenance, ensuring that key objectives and compliance with relevant legislation and council requirements is achieved. To be the first point of contact for all electrical jobs, and to assign work to either the internal team or to recommend external contractors as appropriate.

To be an active contributing member of the Facilities and Property wider leadership team to provide clear, concise information and instruction up and down the organisational structure to assist the team with the strategic direction of the department's asset management plan, budgeting, key performance indicator reporting, coordination of maintenance activities with other trades, and providing advice, analysis and support for electrical components of Capital project work 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

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| 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. |

Supervisory Competencies

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| Planning | Accurately scopes out the length and difficulty of tasks with the information and evidence that is available; sets objectives and goals; breaks down work into process steps; develops schedules and distributes tasks according to resources and budget; anticipates and adjusts for problems and roadblocks; measures performance against goals, evaluates results. Has an excellent working knowledge of technical documentation and can critically assess and make recommendation for improvement to documentation or alternative processes. |
| Listening | Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees. |
| Informing | Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organisation; provides individuals information so that they can make accurate decisions; is timely with information. |
| Interpersonal Skills | Relates well to all kinds of people – up, down, sideways, inside and outside the organisation; building appropriate rapport; builds constructive and effective relationships; uses diplomacy and |

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| | <p>tact; can defuse even high-tension situations comfortably. Has excellent communication skills both written and verbal.</p> <p>Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.</p> <p>Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.</p> |
| Problem Solving | <p>Uses rigorous logic and methods to solve difficult problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at first answers.</p> <p>Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.</p> |
| Process Management | <p>Good at developing, refining, and implementing the processes necessary to achieve goals; Knows how to organise people and activities; understands how to separate and combine tasks into efficient work flows; knows what to measure and how to measure it; can see opportunities for synergy and integration; can simplify complex processes when appropriate and can determine if simplification is beneficial. Can get the most out of resources available, but can recognise early when conditions and situations are likely to place themselves, their colleagues, contractors or the organisation at risk. Develops and presents opportunities to improve departmental and organisational processes.</p> |
| Role Specific Competencies | |
| Industry Knowledge | <p>Supervise or undertake electrical maintenance in accordance with industry recognised standards and practises and ensure that all duties produce timely, technically and legally acceptable, safe and cost effective results.</p> <p>Drives improvement and innovation to follow industry change and advancements.</p> <p>Communicates effectively with Electrical consultants contractors on request to provide opinion for site specific challenges in line with the SDHB, Safety in Design and industry requirements.</p> |
| Electrical Team | <p>Ensures all staff under the role's control are; provided all relevant standards and regulations to the work they are carrying out; are accurately recording work done, materials used and time spent; ensuring asset information is correct and up to date and at a quality acceptable to the SDHB. Using the processes and polices put into place by the Facilities and Property General Manager and the SDHB.</p> <p>Trains and informs team members on any new or modified work policies, safety regulations, electrical regulations and specifications that is relevant to the team member's role.</p> <p>Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.</p> <p>Able to preside over weekly meetings designed to raise current challenges, upcoming work and process/policy changes.</p> <p>Provides guidance on fault finding, work methods, material selection, asset condition assessments and applicable software such as building management, Security, paging, nurse call and asset management.</p> <p>Validation of Purchase Order requests and assignment to correct budget cost codes.</p> <p>Ability to issue permits or approval of revisions.</p> <p>Carry out Performance reviews and review position descriptions of team members.</p> |
| Contractor Management | <p>Manages contractors engaged by the role for the purpose of asset management in the electrical facilities portfolio, and schedule subcontractors to ensure timely completion of work.</p> <p>Performs quality control duties and responsibilities regarding the work being performed to ensure that contractor is fully executing and complying with his contracted scope of work or to correct all deficiencies identified during inspections. By being able to identify areas of work that are within the contracted scope.</p> <p>Competency to issue permits or approval of revisions.</p> <p>Carry out service isolations.</p> |

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| Compliance | <p>Understands the compliance requirements that fall under the electrical maintenance portfolio – CPA, BPA, PAT, Specified systems.</p> <p>Ensures coordination for required inspections with Clinical departments is carried out.</p> <p>On request is able to review future buildings plans and inspect new buildings to ensure compliance with current electrical codes and maintenance.</p> <p>Performs quality control duties of compliance documentation and links to relevant assets.</p> |
| Quality Control | <p>Understands Infection, Prevention and control requirements and implements necessary controls to achieve them.</p> <p>Ability to carry out inspections of work based on drawings and specifications.</p> <p>Ability to communicate non-compliance to subcontractors in regards to quality of work or scheduling.</p> <p>Ensures that the job sites or work under the roles control are always kept in a clean and organised manner.</p> |
| Asset Management | <p>Ability to carry out asset condition assessments and new asset entry for items under the role’s control.</p> <p>Identifies shortcomings and participates in creation of improvements plans of current asset information. Executes agreed action plan to correct asset shortcomings under the roles control.</p> |
| Health and Wellbeing | <p>Accurately investigates Electrical incidents and reports on findings and outcomes.</p> <p>Accurately reviews and has competency to approve method of work e.g. SMWS, SWP, TA etc.</p> <p>Reviews and reports on workshop inspections and Health and safety audits to the Regional Electrical Team Leader Manager in monthly report.</p> <p>Observes safety and security procedures; Determines appropriate action; Reports potentially unsafe conditions; Uses equipment and materials properly.</p> |

| KEY RELATIONSHIPS | |
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| Within Southern DHB | External to Southern DHB |
| • Facilities & Property staff | • Electrical Engineers |
| • Hospital Security | • Electrical Inspectors |
| • Clinical Staff – Management to general staff | • Electrical Wholesalers |
| • Non-Clinical Staff – Management to general staff | • Electrical Contracting firms |
| • Emergency Management | • Electrical Security firms |
| • Health and Safety Team | • Electrical Infrastructure Utilities companies |
| • Infection, Prevention and Control | • Territorial Providers e.g. DCC, ORC, QLDC |
| | • Clinical support services e.g. SCL, NZ Blood Service, AlSCO, ISS etc. |
| | • Members of the Public |
| | • Lease holders e.g. COHSL, BUPA, Dunedin Early Childhood Centre |

PERSON SPECIFICATION

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

| | ESSENTIAL | DESIRABLE |
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| Education and Qualifications (or equivalent level of learning) | <ul style="list-style-type: none"> Registered Electrician with Practising Licence. Holds a current class 1 drivers licence | <ul style="list-style-type: none"> Minimum New Zealand University Entrance qualification NZQA 17595 – Managing Contractor Safety. Or; NZQA 17590 – Permit Issuer. Or; NZQA 21970 - Improve building or construction site safety through changed work practices, actions and attitudes. Or; Site Safe Gold card with Health and Safety in contracting achievement. |
| Experience | <ul style="list-style-type: none"> Minimum 3 years' experience in electrical facilities maintenance or construction work. Experience managing up to 5 staff or contractors Experience in managing a budget over 500 thousand dollars Experience in customer focused service. Experience working to construction issued drawings and specifications Experience of scoping jobs and ordering materials | <ul style="list-style-type: none"> Minimum 3 years' experience in Healthcare electrical facilities maintenance or construction work. Experience managing up to 20 staff or contractors. Experience in managing multiple budgets over 1 million dollars. Experience reviewing completed as-built drawings to ensure build to specification. Experience in Asset management or electronic work assignment systems. Experience in office based role. |
| Knowledge and Skills | <ul style="list-style-type: none"> Knowledge in AS/NZS3000, AS/NZS3760 and the Electrical Regulations. Knowledge in the Health and Safety at Work Act 2015. Knowledge in Building compliance requirements; Specified systems Knowledge in commercial electrical installations Ability to read and interpret documents such as safety rules, AS/NZ standards, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of | <ul style="list-style-type: none"> Knowledge in AS/NZS3003, AS/NZS2500 and NZS6115. Knowledge in Building management systems Knowledge in Patient Area electrical installations Skills in Specific software; BEIMs, CAD Review, Honeywell-EBI, Gallagher Command Centre and Comtech/Amcomm Messenger. Knowledge in specific healthcare construction requirements Knowledge in Control logic Advanced skills in Microsoft suite. Especially Excel |

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| | <p>customers or employees of the organisation.</p> <ul style="list-style-type: none"> • Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area • Intermediate skills on software based tools such as Microsoft office suite • Ability to read electrical drawings, panel drawings and wiring diagrams • Communicate effectively using the following tools: telephone, written reports, email, computer, Electronic portable devices, and digital camera. | <ul style="list-style-type: none"> • Knowledge in Emergency power systems within a hospital environment. • Knowledge in mechanical/electrical control methodology. • Knowledge in Project implementation and documentation • Knowledge of security access equipment and software; Gallagher. |
| Personal Qualities | <ul style="list-style-type: none"> • Prioritises and plans work activities; Uses time efficiently; Plans for additional resources; Organises or schedules other people and their tasks; Develops realistic action plans. • Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. • Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality. • Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change, delays, or unexpected events. • Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time. • Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan. • Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed. | |

KEY RESULT AREAS:

| Key Accountabilities: | Example of successful delivery of duties and responsibilities |
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| <p>Supervision of Staff</p> <p>To supervise, direct and develop a high-performing, multidisciplinary team to provide full asset management ensuring that all departmental processes function efficiently and risk to the organisation is minimised as far as practicable. To develop and sustain a positive team culture where all team members are supported, empowered and actively model exceptional customer service, health and safety practises, asset management and the values of the organisation.</p> | |
| <ul style="list-style-type: none"> • To supervise the electrical facilities maintenance team for in house and contracted staff. | <ul style="list-style-type: none"> • Carries out and updates competency training and records on an ongoing basis as required. • Overviews health and safety audits and provides feedback and/or action points to create a safe working environment. • Review pricing, Health and Safety information and physical onsite work of both in house staff and |

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| <ul style="list-style-type: none"> • Take responsibility for the staff deliverables within key performance indicators. • To develop and sustain a positive team culture of continual performance improvement. • Implement change management directed by manager | <p>contracted workers. To ensure it meets a high standard.</p> <ul style="list-style-type: none"> • Assigns work to the team based on priority of work and existing demand from asset management system • Reviews tickets, hours and budget on a weekly basis and reports to manager at weekly meetings to ensure team are achieving their specific objectives. Combines weekly updates into monthly report. • Reviews Asset collection/condition information from tickets and creates task basis and schedule for new assets for asset coordinator to enter into asset management system. • Provides advice and rectifies issues escalated by the electrical team. Issues unable to be resolved are escalated to line manager for assistance. • Contributes feedback and improvements to manager and participates if requested in team performance appraisals. • Holds direct reports responsible for the individual responsibilities and goals. • If requested, participates in team recruitment by contributing to position description development and interviews. • Takes on and actions customer feedback creating a positive and productive service. • Creates, notifies and trains team in approved framework for facilities maintenance documentation templates, procedures and policies changes approved by manager. • Provides support to manager on any required performance management to the point of disciplinary action. |
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Electrical Facilities Responsibilities

To organise and implement the electrical facilities maintenance business aspects of Facilities and Property, being responsible for the day to day maintaining of electrical assets through the smooth operation of preventative and reactive maintenance, ensuring that key objectives and compliance with relevant legislation and council requirements is achieved. Liaise with and provide advice, analysis and support to the Regional Electrical Team Leader regarding applicable infrastructure to their respective portfolios.

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| <ul style="list-style-type: none"> • Implement maintenance programmes and asset management plans with a focus on ensuring that SDHB management is informed on wider area disruptions. • To oversee all operational aspects for the electrical facilities maintenance team to ensure compliant, safe and efficient operation. | <ul style="list-style-type: none"> • Completes necessary communications to parties effected by any electrical maintenance work that will cause a disruption to a service or area. • Ensures all Planned Prescribed and Reactive maintenance is being carried out in line with applicable standards, regulations and manufacturers recommendations. • Ensure all compliance information is up to date and readily available. • Complete order requests, timesheets to helpdesk. |
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| <ul style="list-style-type: none"> • To assist other BPS and other SDHB supervisors with the coordination of trades and site issues where multiple trades are required. • Provide technical advice for specific electrical engineering projects during concept through to design. • Assist in development and maintenance of all internal policies and procedures relating to electrical facilities maintenance. • Work to and uphold service contracts that apply to electrical facilities maintenance. | <ul style="list-style-type: none"> • Request changes to wording or scheduling to asset management if current setup is no longer applicable. • Ensures an open and positive relationship with the Mechanical and Works supervisors and other department supervisors to provide information on work that may require assistance or impact on their areas of responsibility. • When requested and workload allows, works in collaboration with the capital team to assist them deliver their projects successfully by providing technical advice to ensure new electrical infrastructure is suited for the required function, safe to maintain and is future proof for any projects they are undertaking. • Assists the Regional Electrical Team Leader in providing feedback for improvement on new or existing policies and procedures in monthly report or as requested. • Understands the terms and conditions of any service contract that is applicable to electrical facilities maintenance. Ensures all work confirms to these conditions and that any breaches are brought to the manager's attention if unable to be resolved. |
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Supervisory Responsibilities
 To be an active contributing member of the Facilities and Property wider leadership team to provide clear, concise information and instruction up and down the organisational structure to assist the Facilities Service Managers with the strategic direction of the department's asset management plan, budgeting, key performance indicator reporting, coordination of maintenance activities with other trades and providing advice, analysis and support for electrical components of Capital portfolio as required.

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| <ul style="list-style-type: none"> • Communication with other parties. • Afterhours support. • Staffing levels and performance indicators. | <ul style="list-style-type: none"> • Liaises with clinical stakeholders, management, staff and contractors to schedule work and provide advice on impact to the facility. • Obtains reports to the clinical stakeholders on request for access control, nurse call response, building controls and electrical related queries. • Sets clear deliverables to team and contractors. • Carries out rostered on call duties and ensure electrical team always has call position covered. • In emergency situations may require work out of hours • Ensures the supervision of staff accountabilities are upheld. • Ensures electrical workshop is staffed accordingly to workload to meet KPIs and is reviewed and communicated weekly while being reported formally in monthly report. • Ensure compliance and PPMs are carried out within their time frames and escalates any that are over due in monthly report with action plan to correct. |
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| <ul style="list-style-type: none"> • Provide advice and coaching to peers and other department staff on processes. • Provides support for Regional Electrical Team Leader. | <ul style="list-style-type: none"> • Provides highly focused professional advice in all aspects of the position. Advice is provided swiftly and accurately, and answers are sought independently if not known. • Looks at the big picture, assesses how the work of the electrical facilities maintenance team may impact the rest of the department and the greater organisation. • On request covers the role and all the responsibilities with full delegation of roles higher in the organisational structure. • Provides work levels and upcoming work and advice for assistance in leave requests, future planning, strategic planning and budgeting. |
| <p>Financial Management Supervision of Southland electrical operational facilities budgets</p> | |
| <ul style="list-style-type: none"> • Budgeting / Ordering • Tenders • Contractor / vendor quoting and engagement | <ul style="list-style-type: none"> • Overviews and reports to the Regional Electrical Team Leader on electrical budget cost centres and future budget requirements for asset replacement. To ensure the electrical team works within their means or reports why this was not achieved in monthly report. • Verifies orders to confirm the correct cost centre is allocated and amounts will fall within the associated budgets. • Proactively engages with the Electrical team to ensure suppliers used are best value for money. Identifies areas for improvement and cost reduction by combining work stream for better incentives for vendors to provide lower pricing. • If requested, is involved in tendering reviews and evaluations relating to Electrical projects or service contracts. Ensures process is in line with SDHDB procurement rules of sourcing and that there is no conflict of interest. • Obtains, reviews and engages contractors of quote based service ensuring scope of work, timeframes and terms and conditions are clearly outlined for all parties. |
| <p>Health and Wellbeing To supervise and participate in the health and safety of the facilities maintenance teams.</p> | |
| <ul style="list-style-type: none"> • Actively participate in the development and implementation of health & safety policies • Supervise the health and safety aspects of the electrical facilities maintenance team. | <ul style="list-style-type: none"> • Ensures health and safety policies are being followed in their area of responsibility. • Hazards are identified, assessed and controls put in place with them being added to the risk register. • Devises and implements strategies and plans to meet the requirements of Health & Safety policies and high risk activities in the electrical team. • Ensures that team members are consulted in health and safety matters. |

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| | <ul style="list-style-type: none"> • All employees are clear on where to seek advice and assistance on health and safety and wellbeing within the organisation. • Devises appropriate arrangements to ensure that team members are held accountable for discharging their responsibilities by ensuring they have the correct training, equipment and skill for the job being undertaken. • Sets health and safety objectives and targets for employees to achieve. • Monitors performance of objectives through the SDHB H&S auditing tool, incident reports and inspections, Reports monthly to Regional Electrical Team Leader. • Follows the procedures in place to deal with breaches and non-conformity with health and safety arrangements. |
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Quality Control
 Understands and follows applicable procedures and inspections for various facets of quality control under the roles responsibilities.

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| <ul style="list-style-type: none"> • Infection prevention and control • Compliance • Contracted or Maintenance work • As built drawings • Asset collection | <ul style="list-style-type: none"> • Understands Infection, Prevention and control requirements and matrix. Obtains signoff where required and implements agreed controls to achieve them. • Has controls monitored and communicates non-compliance to applicable parties • Understands the compliance requirements that fall under the electrical maintenance portfolio – CPA, BPA, PAT, Specified systems. • Ensures coordination for required inspections with Clinical departments is carried out. • Review reports to ensure documentation is at an acceptable level and stored in the correct location. • Ability to carry out inspections of work based on drawings, specifications or work order descriptions. • Ability to communicate non-compliance to subcontractors or team members in regards to quality of work or scheduling. • Ability to provide direction to correct non-compliance. • On request is able to review future buildings plans and inspect new buildings to ensure compliance with current electrical codes and maintenance. Ensure any changes completed under maintenance are delivered to design team to update drawings and store applicable electrical documentation • Ability to manipulate Asset management system to provide life cycle, asset condition and job history reports • Monitors work order to ensure correct information is being added to action taken for asset information. |
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| <ul style="list-style-type: none"> Workshop/worksite under positions control | <ul style="list-style-type: none"> Ensures that the job sites or workshops under the roles control are always kept in a clean and organised manner. |
| 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>Acts as Facilities Site Controller on a rota with other senior facilities staff.</p> <p>Act as a role model for the Southern DHB Organisational Values.</p> | <ul style="list-style-type: none"> Responds positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. Produce work that complies with Southern DHB processes and reflects best practice. Research undertaken is robust and well considered. Live and support the DHB values in everything you do. |
| 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"> Partnership – 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. Participation – 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. Protection – 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