

Position Description | Te whakaturanga ō mahi

Te Whatu Ora | Health New Zealand

Title	Energy Graduate			
Reports to	Energy Manager			
Location	Dunedin / Invercargill			
Department	Facilities and Property			
Direct Reports	Nil		Total FTE	N/A
Budget Size	Opex	N/A	Capex	N/A
Delegated Authority	HR	N/A	Finance	N/A
Date	July 2023			
Job band (indicative)	13F			

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

Te Mauri o Rongo – The New Zealand Health Charter (to be confirmed)

Te Mauri o Rongo is currently being finalised – this section provides an overview of anticipated content. In order to guide the culture, values, and behaviour expected of the health sector, Health New Te Mauri o Rongo provides common values, principles and behaviours through four Pou, to guide health entities and their workers, enabling a cultural transformation of the health sector. Te Mauri o Rongo fundamentally upholds a key system shift of the New Zealand health reforms to reinforce and embrace Te Tiriti and our obligations to it.

The pou are a platform and a foundation to empower a culture transformation, every person is guided to align themselves to the pou and enact the values and behaviours that the pou represent. Employers and employees are expected to uphold Te Mauri o Rongo in their work and environments as part of our commitment to achieving Pae Ora (healthy futures) for all.

It is fundamental that the four Pou of Te Mauri o Rongo are upheld by the health entities and their workforce.

Wairuatanga	The ability to work with heart	<i>"When we come to work, we are able and supported by others to be our whole selves. When we return home we are fulfilled".</i>
Rangatiratanga	Ensuring that the health system has leaders at all levels who are here to serve	<i>"As organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all"</i>
Whanaungatanga	We are a team, and together a team of teams	<i>"Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe. Together we are whānaunga, we are the workforce - kaimahi hauora"</i>
Te Korowai Manaaki	Seeks to embrace and protect the workforce	<i>"The wearer of the cloak has responsibility to act/embody those values and behaviours"</i>

About the role

The primary purpose of the Energy Graduate role is to:

- Assist the Energy Manager with all energy related issues.
- Provide a professional and technical resource for the organisation. This will include identifying opportunities and implementing plans to reduce the cost of energy and assist in developing a long-term energy strategy.
- Increase awareness throughout Te Whatu Ora of the need for energy conservation, and embedding a culture of energy management in the Facilities & Property team and wider Te Whatu Ora.
- Provide regular progress reports, including reports and forecasting on a range of energy related projects.

Key Result Area	Expected Outcomes / Performance Indicators – Position Specific
Key Accountabilities	<ul style="list-style-type: none"> • Supporting the implementation of an energy policy for the organisation. • Supporting the delivery of both short-term and long-term strategies, including benchmarks for best practice, energy efficiency and sustainability assessments for energy conservation and efficiency. • Assisting in reviewing and revising the strategy and action plan annually. • Investigating capital projects and feasibility studies of alternatives. • Reviewing energy use throughout the organisation with the aim of reducing energy use and costs. • Examining operating practices of plant and office equipment to ensure they are being operated in the most efficient manner. • Implementing a system for monitoring and setting targets and benchmarks for energy usage. • Promoting and championing an energy-saving culture within the business. • Support the implementation of Te Whatu Ora's Energy Management Strategy with a view to transition to carbon neutrality by 2025 in line with the Carbon Neutral Government Programme.

	<ul style="list-style-type: none"> • Determine best practices in energy use for Te Whatu Ora's facilities, this may include the use of independent rating schemes such as GreenStar or NABERS. • Supporting the Energy Manager's energy efficiency initiatives across the organisation, and measuring and verifying the savings achieved. • Continually reviewing all energy supply contracts and actively managing the financial benefit. • Keeping abreast of new developments in energy-related technology and changes in energy markets within New Zealand and overseas, and regularly advising appropriate Te Whatu Ora staff on these matters. • Monitor legislation and regulations, and ensure compliance. • Liaising with external organisations (e.g. electricity suppliers, Energy Efficiency and Conservation Authority, Carbon and Energy Professionals) on energy-related matters as required.
Other Tasks	<ul style="list-style-type: none"> • Maintain accurate and timely reporting. • Maintain a good knowledge of hospital systems and access as required. • Assist with design drawings and draughting team data as required. • Analyse and report on monthly budgets and operational activity. • To comply with all Te Whatu Ora rules, policies and procedures including the Code of Conduct. • To carry out other general duties, relevant to the persons experience and capabilities, that may be required from time to time. • Ensure all work carried out complies with current standards, procedures and legislative requirements and that all personal safety procedures are complied with.
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> <ul style="list-style-type: none"> • Act as a role model for the Te Whatu Ora Organisational Values. • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. • You produce work that complies with Te Whatu Ora processes and reflects best practice. • Research undertaken is robust and well considered. • Live and support the Te Whatu Ora values in everything you do. • Work alongside and at times assist the maintenance and service teams within Te Whatu Ora.

Key Result Area	Expected Outcomes / Performance Indicators – All Te Whatu Ora Leaders
Te Tiriti o Waitangi	<ul style="list-style-type: none"> Giving effect to the principles of the Te Tiriti – Partnership, Participation and Protection through your interaction with others on a day to day basis. <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.
Equity	<ul style="list-style-type: none"> Demonstrates awareness of colonisation and power relationships Demonstrates critical consciousness and on-going self-reflection and self-awareness in terms of the impact of their own culture on interactions and service delivery Willingness to personally take a stand for equity Supports Māori-led and Pacific-led responses
Personal Development	<ul style="list-style-type: none"> Identifying areas for personal and professional development. 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. Maintain a high standard of integrity and work ethic including the utilisation of equipment and consumables economically.
Teamwork	<ul style="list-style-type: none"> Establish and maintain an effective working relationship with other staff. Assist other staff when required, and provide relief cover to team members on leave as directed by the Manager. Actively engage with and support colleagues, taking personal responsibility for ensuring effective working relationships with all team members. Prioritise own workload and manage own time effectively. When workload allows, proactively assist other staff. Be able to work efficiently and effectively unsupervised.
Innovation & Improvement	<ul style="list-style-type: none"> Be open to new ideas and create a culture where individuals at all levels bring their ideas on how to 'do it better' to the table Model an agile approach – tries new approaches, learns quickly, adapts fast Develops and maintains appropriate external networks to support current knowledge of leading practices
Health, Safety and Wellbeing	<ul style="list-style-type: none"> Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Te Whatu Ora's Health, Safety and Wellbeing policies, procedures and systems. You understand and consistently meet your obligations under Te Whatu Ora'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.

Relationships

External	Internal
<ul style="list-style-type: none">• Contractors / Consultants• University of Otago staff• Members of the public• Relevant territorial authority• Energy Efficiency and Conservation Authority	<ul style="list-style-type: none">• Facilities and Property staff• Staff of other Te Whau Ora Departments• Staff working on energy matters in other Te Whatu Ora regions around the country

About you – to succeed in this role

You will have

Essential:

- A tertiary level diploma or degree in energy management, engineering, or related field.
- Demonstrated understanding of energy conservation initiatives.
- Some experience of planning or scoping energy conservation projects.
- An understanding of New Zealand's energy market and energy system.
- The ability to communicate and work effectively with people at all levels.
- A high level of motivation, initiative and anticipation with the ability to work independently as well as part of a team.
- Excellent planning and organisational skills.
- Positive attitude with a good sense of humour.

Desired:

- Experience in a hospital, project or facilities environment
- Experience of delivering energy conservation initiatives.

You will be able to

Essential:

- Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role
- Take care of own physical and mental wellbeing, and have the stamina needed to go the distance
- Establish and maintain positive working relationships with people at all levels within the public and private sectors, related industry and community interest groups and the wider national and international communities
- Demonstrate a strong drive to deliver and take personal responsibility
- Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity
- Evaluate situations and identify existing problems or opportunities as well as actively seek solutions to problems before being asked or directed.
- Turn high level, technical information into coherent information for the organisation.

Desired:

- Analyse large data sets
- Report on greenhouse gas emissions in relation to Te Whatu Ora Southern.

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.