

## Position Description

Employment Agreement:	Etū Multi-Employer Collective Agreement
Position Title:	Driver - Fulltime
Directorate:	Finance, Procurement & Facilities
Location:	Dunedin
Responsible to:	District Transport Team Leader
Delegations:	Nil
Tenure/hours:	0720 – 1715 weekdays
Position Purpose:	Driving duties and delivery of goods
Date:	March 2020

### 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>
<b>Looking after our people:</b> We respect and support each other. Our hospitality and kindness foster better care.	<b>Being sincere:</b> We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	<b>Best action:</b> We are thoughtful, bring a positive attitude and are always looking to do things better.	<b>As family:</b> 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
<p>The position of Driver encompasses the following major functions or key result areas:</p> <ul style="list-style-type: none"> <li>▪ Providing a timely service to all staff using the Wakari Shuttle</li> <li>▪ Undertaking other duties as requested by the Transport Team Leader</li> </ul>

## 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	
<b>Customer Focus</b>	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
<b>Integrity and Trust</b>	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.
<b>Drive For Results</b>	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.
<b>Managing Diversity</b>	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	
<b>Wakari Shuttle Process and Protocols</b>	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.
<b>Organising</b>	Is efficient, well prepared, ensures the shuttle timetable is always adhered to.
<b>Personal Learning:</b>	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

KEY RELATIONSHIPS	
Within Southern	External to Southern
<ul style="list-style-type: none"> <li>• Transport Team</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• All staff using the Wakari Shuttle service</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

## PERSON SPECIFICATION

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

	ESSENTIAL	DESIRABLE
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Current clean driver's license</li> <li>▪ P class endorsed license</li> </ul>	
<b>Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience driving mini vans</li> <li>▪ Ability to think and act appropriately in all situations</li> <li>• Ability to apply knowledge gained in the health setting.</li> </ul>	

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Works well within a team environment and able to foster good interpersonal relationships</li> <li>• Good interpersonal skills, including ability to work effectively with people at all levels of the organisation</li> <li>• Is dependable, honest and ethical; shows a high level of personal judgment.</li> <li>• Acts with discretion, sensitivity and integrity at all times.</li> <li>• Is adaptable and flexible – open to change (positive or negative)</li> <li>• Is focused on providing exceptional levels of customer service.</li> <li>• Is independent – able to prioritise work effectively, develops one’s own ways of doing things; able to guide oneself with little or no supervision.</li> <li>• Maintains an exceptionally high level of confidentiality.</li> </ul>
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**KEY RESULT AREAS:**

<b>Key Accountabilities:</b>	<b>Example of successful delivery of duties and responsibilities</b>
<ul style="list-style-type: none"> <li>• Shuttle driving</li> <li>• Clearing Courier Parcels and Rehab equipment from the ISIS Ambulance Bay</li> <li>• Undertaking the Wakari Rubbish Round</li> <li>• Assisting with office furniture shifting</li> <li>• Work as requested by the Transport Team Leader</li> </ul>	<ul style="list-style-type: none"> <li>• You provide a timely service to all staff using the Wakari Shuttle</li> <li>• You ensure that all parcels/equipment is picked up and delivered on time to the correct destination</li> <li>• All rubbish is collected and compacted in the compactor</li> <li>• You have provided staff with assistance to move offices when required</li> <li>• You have completed tasks as requested which include but are not limited to: changing flat tyres, charging car batteries, cleaning cars, dropping off vehicles and assisting with cleaning rehab equipment in addition to Shuttle driving.</li> </ul>
<b>Other Duties</b>	
<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"> <li>• You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> <li>• You produce work that complies with the organisations processes and reflects best practice.</li> <li>• Research undertaken is robust and well considered.</li> <li>• Live and support the organisations values in everything you do.</li> </ul>
<b>Professional Development – self</b>	
<p>Identifying areas for personal and professional development.</p>	<ul style="list-style-type: none"> <li>• Training and development goals are identified/agreed with your manager.</li> <li>• Performance objectives reviewed annually with your manager.</li> </ul>

	<ul style="list-style-type: none"> <li>You actively seek feedback and accept constructive criticism.</li> </ul>
<b>Living our values</b>	
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"> <li><b>You are kind:</b> 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.</li> <li><b>You are open and sincere:</b> 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.</li> <li><b>You are positive,</b> 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.</li> <li><b>You are an active part of our community:</b> You are culturally sensitive, value people and build solid relationships. You are regarded as collaborative, trustworthy and trusting.</li> </ul>
<b>Health, Safety and Wellbeing</b>	
Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with Te Whatu Ora, Southern Health, Safety and Wellbeing policies, procedures and systems.	<ul style="list-style-type: none"> <li>You understand and consistently meet your obligations under the organisations Health and Safety policy/procedures.</li> <li>You actively encourage and challenge your peers to work in a safe manner.</li> <li>Effort is made to strive for best practice in Health and Safety at all times.</li> </ul>
<b>Treaty of Waitangi</b>	
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"> <li><b>Partnership</b> – 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.</li> <li><b>Participation</b> – 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.</li> <li><b>Protection</b> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.</li> </ul>

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