

**POSITION DESCRIPTION**

**POSITION:** Project Manager, Interim Facilities Development

**RESPONSIBLE TO:** Programme Manager, Nelson Marlborough

**Health New Zealand | Te Whatu Ora Nelson Marlborough**

**Our vision | Tō tātou manako:** All people live well, get well, stay well. *Kaiao te tini, ka ora te mano, ka noho ora te nuinga.*

**Our mission | Tō tātou kaupapa:** Working with the people of our community to promote, encourage and enable their health, wellbeing and independence. *Kei te mahitahi tātou hei whakapiki te oranga me te motuhaketanga o to tatou hapori.*

**Our Values – Ō tātou whanonga pono**

**Respect | Manaakitanga:** We care about, and will be responsive to, the needs of our diverse people, communities and staff. *Kia horahia te manaakitanga ki ngā iwi katoa me ngā hāpori, kaimahi hoki.*

**Innovation | Auaha:** We will provide an environment where people can challenge current processes and generate new ways of working and learning. *Kia auaha me whakahoutia i ngā pūkenga ākonga, me ngā mahi ki tēnei hāpori.*

**Teamwork | Whakarāmemene:** We create an environment where teams flourish and connect across the organisation for the best possible outcome. *Kia whakarāmemene i ngā kaipupuni hauora katoa.*

**Integrity | Ngākau tapatahi:** We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times. *Kia taea i te ngakau tapatahi i runga i te tika me te pono i ngā mahi katoa.*

## **PURPOSE OF THE POSITION**

The purpose of this role is to support the implementation of a range of facility development projects that are required to support clinical care prior to the proposed redevelopment of Nelson Hospital. This is to be achieved by providing, systems, resources and expertise to coordinate and manage a range of facility developments.

This role is charged with delivering projects, ensuring that sound project management is in place and projects are:

- Commercially and clinically sound
- Tightly managed to deliver from professional services teams and contractors
- Up-to-date project plans in place, base-lined and tracked
- Delivered within the approved fiscal budgets
- Good quality project reporting to the Programme Manager and the Regional Infrastructure and Investment Ground (IIG) as required.
- Clearly identified dependencies, critical paths, cross linkages, and constraints between projects, resources and organisational implementation

## **SERVICE RESPONSIBILITIES**

| <b>RESPONSIBILITIES</b>   | <b>EXPECTED OUTCOMES</b>  |
|---|---|
| <p><b>Project Management</b></p> <p>Projects are well planned and co-ordinated, meeting needs and within available resources, time, costs and to the required quality</p>   | <ul style="list-style-type: none"> <li>• Up-to-date project plan/schedule that accurately represents the tasks, resources, interdependencies and time required for project delivery</li> <li>• Sound project methodology and processes are followed</li> <li>• Coordinate all parties involved in the planning, design, and construction process</li> <li>• Consents are obtained in the appropriate timeframes</li> <li>• Project sponsors, steering and project committee members, and manager are kept up to date with all project progress</li> <li>• Risks and issues are managed appropriately</li> <li>• Project status reports are accurate, complete and timely</li> <li>• Project budgets are proactively managed, with potential financial overruns and variances identified and appropriate recommendations made to alleviate financial implications</li> <li>• Change control for projects are in place and managed to ensure that any time, scope or quality changes are escalated and resolved appropriately</li> <li>• Project governance arrangements are supported</li> </ul> |
| <p><b>Contract Management</b></p> <p>Contracts are established when required</p>  | <ul style="list-style-type: none"> <li>• Conduct pre-construction conference, review bids, and recommend award of contract</li> <li>• Prepare construction and associated contracts in line with industry best practice and Government standards, and monitor their execution and distribution</li> <li>• Compliance with procurement policies and delegations</li> <li>• Documentation demonstrates that contracts are monitored and audited to ensure expected outcomes are achieved</li> <li>• Prepare contract variation orders and monitor their execution</li> <li>• Review contract plans and specifications for compliance with appropriate building codes and project requirements</li> <li>• Prepare requests for proposal and conduct all necessary meetings to facilitate hiring professional services</li> <li>• Monitor and facilitate resolution of construction contract disputes and claims</li> <li>• Coordinate with facility occupants for commissioning of new facilities</li> <li>• Monitor construction contract close-out and maintain documentation files</li> </ul>   |
| <p><b>Audit and Review</b></p> <p>Activity and performance is actively reviewed and reported.</p> <p>Determine changes and/or improvements needed and work with project and operational managers to review procedures to maintain</p> | <ul style="list-style-type: none"> <li>• Quality assurance processes are in place and findings acted upon in a timely manner</li> <li>• All activities are documented</li> <li>• Required approvals are obtained in a timely manner</li> <li>• Identified issues are resolved in a timely manner, and escalated as required</li> </ul>  |

| RESPONSIBILITIES   | EXPECTED OUTCOMES  |
|--|--|
| compliance with regulatory requirements  |  |
| <p><b>Budget and Reporting</b></p> <p>Prepare detailed project budgets in conjunction with Finance Department.</p> <p>Identify and recommend measures to ensure expenditure is within the budgeted allowance, and cost savings and potential efficiencies increases are made</p> | <ul style="list-style-type: none"> <li>• Reports on project status are provided in a timely manner</li> <li>• The development of business cases and investment proposals is supported</li> <li>• Project budgets are developed, and once approved, actively managed</li> <li>• Timely identification and reporting on variations to projected cost outcomes</li> <li>• Value management applied in development of project budgets</li> <li>• Implementation of cost strategies to address costs variances</li> <li>• Expected financial savings are made</li> <li>• Ensure that the Facilities Manager is informed and briefed/consulted in advance of all major issues and service level impacts (no surprises)</li> <li>• Ensure the Facilities Manager is informed and consulted on key issues and progress in meeting milestones</li> <li>• Provide reports and inform appropriate parties on planning progress, including reports to Committees and Board as required</li> <li>• Ensure all information requirements, etc are met in a timely manner</li> <li>• Monitor and report on all phases of planning and construction</li> <li>• Manage payment requests from professional consultants and contractors</li> </ul> |
| <p><b>Communication and Stakeholder Management</b></p> <p>Develop and maintain effective relationships with stakeholders to optimise outcomes and mitigate risks</p>   | <ul style="list-style-type: none"> <li>• Proactive and effective communication with Health New Zealand Nelson Marlborough stakeholders</li> <li>• Support the development and implementation of project communication plans</li> <li>• Maintain and utilise professional networks (internal and external)</li> <li>• Represent Health New Zealand in internal and external forums as required</li> </ul>   |
| <p><b>Corporate Responsibilities</b></p>   | <ul style="list-style-type: none"> <li>• Build commitment to Health New Zealand's vision, values and services</li> <li>• Willingly undertake any duty required within the context of the position</li> <li>• Comply with all legislative requirements</li> </ul>   |
| <p><b>Health, Safety &amp; Wellbeing</b></p>   | <ul style="list-style-type: none"> <li>• Ensure compliance of all HS&amp;W legislation, policies &amp; procedures</li> <li>• Meet HS&amp;W KPIs in position description</li> <li>• Set HS&amp;W KPIs in position descriptions for all staff</li> <li>• Ensure HS&amp;W included in any team meeting agendas</li> <li>• Identify and manage hazards with HS&amp;W reps and implement corrective action plans</li> <li>• Ensure accurate reporting, recording and investigation of all workplace incidents in a timely manner</li> <li>• Ensure every staff member returning to work from injury, whether the injury is work related or otherwise, has a</li> </ul>  |

| RESPONSIBILITIES                | EXPECTED OUTCOMES  |
|---------------------------------|--|
|                                 | return to work plan that is in place when they return to work and is reviewed, agreed and signed off in a regular and timely manner  |
| <b>Professional Development</b> | <ul style="list-style-type: none"> <li>Participates in annual performance review process including review of performance goals and identification of areas for professional development</li> </ul>   |
| <b>Quality Improvement</b>      | <ul style="list-style-type: none"> <li>Pro-actively participate in quality improvement processes in your area of work</li> <li>Support our teams to, at all times, provide a high quality, customer oriented and focused service, which follows evidence based practice</li> </ul> |
| <b>General</b>                  | <ul style="list-style-type: none"> <li>Other duties as negotiated with your Manager</li> <li>Meet obligations contained in Appendix 1 &amp; 2.</li> </ul>  |

## PERSON SPECIFICATION

### QUALIFICATIONS

- Bachelor's Degree in Architecture, Engineering, Quantity Surveying or Construction Management, or related field AND five years of planning and construction experience; which includes construction project supervisory experience

### EXPERIENCE

- Demonstrated experience in leading complex projects within a clinical environment
- Strong stakeholder management and relationship building skills, and a sophisticated toolkit of influencing techniques
- Experience in applying forms of contract to professional services and construction
- Knowledge of laws governing construction contracts and contracting.
- Knowledge of Government sector procurement processes preferred
- Knowledge of facilities planning and construction management processes and procedures
- Expertise in estimating, budgeting, and scheduling practices
- Knowledge of current status of costs of new construction and market trends
- Knowledge of building act and codes and standards of practice
- Knowledge of construction materials and methods
- Previous health sector experience would be desirable

### PERSONAL ATTRIBUTES and SKILLS

- Builds constructive and effective relationships
- Self-directed and ability in meeting deadlines and managing competing priorities
- Objective and independent thinker
- Demonstrates the drive and ability to improve own capability with good self-awareness and a focus on self-improvement
- Uses diplomacy and tact
- Balance and proportional response - knowing when to be a partner and when to be the independent voice
- Strong written and verbal skills

- Strong planning and organising skills
- Strong qualitative and quantitative analytical skills including good judgment and decision making skills
- Ability to think strategically and see linkages between different streams of work

Health New Zealand Nelson Marlborough is committed to supporting the principles of Equal Employment Opportunities through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

Health New Zealand Nelson Marlborough is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Maori cultural practices.

The role description will be reviewed regularly in order for it to continue to reflect the changing needs of the organisation. Any changes will be discussed with the position holder before being made. Annual objectives and performance measures will be set each year during the annual performance planning and development meeting.

## **APPENDIX 1**

### **General Responsibilities of an Employee of Health NZ | Te Whatu Ora Nelson Marlborough**

#### **1. Professional Responsibilities**

As an employee of Health NZ Nelson Marlborough, you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other Health NZ Nelson Marlborough departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

#### **2. Health, Safety and Wellbeing**

- Compliance with all health and safety legislative requirements.
- Compliance with the ACC Partnership Programme requirements.
- Compliance with all organisation-wide health and safety policies and procedures.
- Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan.
- Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way.
- Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early.
- Knowledge of identified hazards is kept up to date.
- Reportable event form is completed (via *Safety First*) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.

#### **3. Right to Raise Concerns**

- All employees of Health NZ Nelson Marlborough are expected and encouraged to immediately ask questions and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

#### **4. Child Wellbeing and Protection**

- Health NZ Nelson Marlborough is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:
- Contribute to and support the organisation's strong commitment to a child centred approach to protect children across the region.
- Act at all times in the best interest of the children and young people, putting their interests first.
- Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

## **5. Legislation, Regulations and Board Policies**

You are required to be familiar with and adhere to the provisions of:

- All relevant acts and regulations
- All Board, hospital and department policies
- All relevant procedure manuals
- The “Employee Obligations” within Health NZ Nelson Marlborough’s Disciplinary Policy.

## **6. Confidentiality**

You are required to:

- Adhere to the Privacy Act 1993, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Maintain strict confidentiality of patient, applicant and employee information at all times.

## **7. Risk Management**

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

## **8. Security**

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

## **9. Treaty of Waitangi**

Health NZ Nelson Marlborough is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection.

## **10. Smokefree**

Health NZ Nelson Marlborough is a Smokefree Organisation. This applies to all staff and contractors working within Health NZ Nelson Marlborough buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to Health NZ Nelson Marlborough staff employed on Board business in the community.



## **APPENDIX 2**

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

| <b>Condition</b> | <b>Information to include in Position Description</b>  |
|------------------|--|
| TB Active        | No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Health NZ Nelson Marlborough  |
| TB Latent        | Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment  |
| BBV              | No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program   |
| MRSA             | No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to work in clinical areas <sup>1</sup> New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none"><li>• a chronic skin condition</li><li>• been working in an overseas healthcare facility in the last year</li><li>• been MRSA-positive in the last year</li></ul> |
| Skin             | No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items   |
| Measles/Rubella  | No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.   |
| VZV              | No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women  |
| EPP              | No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures <sup>2</sup>   |

<sup>1</sup>Clinical areas include inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

<sup>2</sup>Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery.