

## Position Description | Te whakaturanga ō mahi Health New Zealand | Te Whatu Ora

<b>Title</b>	All Trades Assistant			
<b>Reports to</b>	Facilities Supervisor			
<b>Location</b>	Nelson Tasman Region			
<b>Department</b>	Facilities			
<b>Direct Reports</b>	None		<b>Total FTE</b>	1.0
<b>Budget Size</b>	<b>Opex</b>	7048	<b>Capex</b>	NA
<b>Delegated Authority</b>	<b>HR</b>	NA	<b>Finance</b>	NA
<b>Date</b>	22.05.2025			
<b>Job band (indicative)</b>	NA			

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

The foundation for how we ensure our people are empowered, safe and supported while working to deliver a successful healthcare system, is Te Mauri o Rongo – the New Zealand Health Charter. It guides all of us as we work towards a healthcare system that is more responsive to the needs of, and accessible to all people in Aotearoa New Zealand.

It applies to everyone in our organisation and sits alongside our code of conduct as our guiding document.

Te Mauri o Rongo consists of four pou (pillars) within it, including:

**Wairuatanga** – working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

**Rangatiratanga** – 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.

**Whanaungatanga** – we are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe.

**Te Korowai Āhuru** – a cloak which seeks to provide safety and comfort to the workforce.

These values underpin how we relate to each other as we serve our whānau and communities.

Together we will do this by:

- caring for the people
- recognising, supporting and valuing our people and the work we all do
- working together to design and deliver services, and
- defining the competencies and behaviours we expect from everyone.

## About the role

The primary purpose of the role is to:

Take primary responsibility for conducting Portable Appliance Testing (PAT) to ensure the safety and compliance of electrical equipment across the facility. In addition, provide support to trade staff in the maintenance, servicing, repair, testing, and installation of plant, equipment, and services within the department's area of responsibility. Assist in meeting regulatory and compliance requirements, and work collaboratively with other hospital staff to maintain a high standard of service delivery and operational best practice.

Key Result Area	Expected Outcomes / Performance Indicators
Service Delivery	<ul style="list-style-type: none"> <li>• Attend to planned maintenance and running of equipment as directed, including daily boiler duties (weekend work essential), community oral health clinics, etc.</li> <li>• Carry out labour type planned maintenance, repair and compliance work where required, including daily/weekly filter changes, electrical safety testing, hot water temp checks, etc.</li> <li>• Provide assistance as required to trade staff in relation to any tasks that may arise as requested.</li> <li>• Prioritise work, accomplish project time frames and make responsible recommendations.</li> <li>• Produce effective work output in terms of quality and quantity without direct supervision.</li> <li>• Provide ethical and economical decision making in the achievement of organisational goals and efficiencies.</li> <li>• Comply with the procedures, policies, regulations and standards of Health NZ which impact on the position.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure customer satisfaction.</li> <li>• Due to the nature of the industry, staff will be required, when requested by Facilities Management, to work extra hours to minimise the effects of plant and equipment breakdowns.</li> <li>• Weekend rosters are allocated by the Facilities Manager or Supervisor in consultation with the employee.</li> </ul>
<b>Regulations</b>	<ul style="list-style-type: none"> <li>• Must remain familiar with all rules and regulations governing the Maintenance Industry, in particular:</li> <li>• Compliance with the relevant current Regulations and AS/NZ Standards for work undertaken.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Compliance with all health and safety legislative requirements</li> <li>• Compliance with the ACC Partnership Programme requirements</li> <li>• Compliance with all organisation-wide health and safety policies and procedures</li> <li>• Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan</li> <li>• Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way</li> <li>• Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early</li> <li>• Knowledge of identified hazards is kept up to date</li> <li>• Reportable event form is completed (via <i>Safety First</i>) 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</li> <li>• Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.</li> </ul>
<b>Responsibility Area</b>	<ul style="list-style-type: none"> <li>• Health New Zealand, Nelson Marlborough district: <ul style="list-style-type: none"> <li>- Nelson Tasman Region, Nelson Hospital Campus</li> <li>- Other rural hospitals or hubs</li> <li>- Other owned property</li> </ul> </li> </ul> <p>The employee will be based at Nelson Hospital but may be required to work at other centres from time to time.</p>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Develop effective interpersonal relationships to enhance service outcomes.</li> <li>• Contractors and Consultants are assisted in a proactive and positive manner so that timeframes and standards are met.</li> <li>• All staff shall keep their team leader fully briefed about the status of work.</li> <li>• Ensure effective communication with: <ul style="list-style-type: none"> <li>- Nelson &amp; Wairau Hospital Heads of Department</li> <li>- Facilities Services team</li> </ul> </li> <li>• Industry leaders</li> </ul>
<b>Time &amp; Job Sheets</b>	<ul style="list-style-type: none"> <li>• Time and Job Sheets will be required to be filled out correctly each day, documenting labour and hours worked per job.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Other duties as directed by your Manager or Supervisor</li> </ul>

<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>Innovation &amp; Improvement</b>	<ul style="list-style-type: none"> <li>Is 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.</li> <li>Models an agile approach –tries new approaches, learns quickly, adapts fast.</li> <li>Develops and maintains appropriate external networks to support current knowledge of leading practices.</li> </ul>
<b>Te Tiriti o Waitangi</b>	<ul style="list-style-type: none"> <li>Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori.</li> <li>Supports tangata whenua- and mana whenua-led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care. Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership.</li> </ul>
<b>Compliance and Risk</b>	<ul style="list-style-type: none"> <li>Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place.</li> <li>Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit.</li> </ul> <p>Understands, and operates within, the financial &amp; operational delegations of their role, ensuring peers and team members are also similarly aware.</p>

#### **Matters which must be referred to the Facilities Management**

- All staff shall keep their team leader/supervisor fully briefed about the status of works.
- Equipment failures or faults that cannot be resolved within standard procedures.
- Significant delays or obstacles that may impact service delivery or project timelines.
- Unclear instructions, conflicting priorities, or scope changes requiring clarification
- Any matter where you are unsure and need managerial direction or support.

#### **Relationships**

<b>External</b>	<b>Internal</b>
<ul style="list-style-type: none"> <li>Maintenance contractors/suppliers</li> </ul>	<ul style="list-style-type: none"> <li>Internal departments and staff within the organisation</li> </ul>

#### **About you – to succeed in this role**

##### **You will have**

##### **Essential:**

- Current full drivers licence.
- One should have experience in either, Building, Engineering, Electrical or other relevant Industry.
- Must be able to carry out all work in a tradesman assistant like manner.

##### **Desired:**

- Be comfortable using computers for basic tasks, including Microsoft programs like Word and Outlook.

**You will be able to**

**Essential:**

- Have skills and knowledge of a range of labouring tasks
- Ability to co-operate with trade staff and contractors
- Well-developed communication skills and can easily relate to management, staff and customers
- Ability to achieve the desired outcomes within set timeframes
- Good level of fitness and be in excellent health.
- Basic/Intermediate knowledge of Microsoft Office applications i.e.: Word, Excel, PowerPoint and Outlook
- 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.
- Maximise the quality and contributions of individuals and teams to achieve the organisation's vision, purpose and goals.
- 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 self-awareness of your impact on people and invests in your own leadership practice to continuously grow and improve.
- Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity.

**Desired:**

- Keeps up to date with available information technology relevant to position
- Understands and complies with Health NZ Information Technology policies

*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.*

## **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.



5. 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.

## **6. 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.

## **7. 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.

## **8. 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.

## **9. 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.

## **10. 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.

## **11. 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.

Condition	Information to include in Position Description
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.