

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

<b>Title</b>	Electrician			
<b>Reports to</b>	Facilities Supervisor			
<b>Location</b>	Nelson			
<b>Department</b>	Facilities			
<b>Direct Reports</b>	Nil	<b>Total FTE</b>	1.0	
<b>Budget Size</b>	<b>Opex</b>	Nil	<b>Capex</b>	Nil
<b>Delegated Authority</b>	<b>HR</b>	Nil	<b>Finance</b>	Nil
<b>Date</b>	March 2026			
<b>Salary band (indicative)*</b>	Group 2, E Tu Maintenance MECA Collective Employment Agreement Step 4 to Step 7			

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:

Be an effective member of the team responsible for new work, maintenance, repair, testing and installation of all electrical trade related plant, equipment, and facilities within the department's area of responsibility.

When called upon, efficiently help other hospital staff to fulfil their duties and assist other trade staff to continue to be a best practice service provider.

Key Result Area	Expected Outcomes / Performance Indicators
<b>Core Tasks</b>	<ul style="list-style-type: none"> <li>• At the direction of the Facilities Supervisor, maintain, test and install trade related plant, equipment, services and facilities within the department's responsibility area.</li> <li>• Undertake new work</li> <li>• Enable contractors to achieve their work outcomes</li> <li>• Proactively achieve repairs and improvements</li> </ul>
<b>Responsibility Area</b>	<ul style="list-style-type: none"> <li>• Health NZ (Nelson Marlborough) district incorporating:</li> <li>• Nelson Hospital Campus</li> <li>• Wairau Hospital Campus</li> <li>• Other rural hospitals</li> <li>• Other owned property</li> </ul>

	<ul style="list-style-type: none"> <li>The employee will normally be based at Nelson Hospital but may be required to work at other centres from time to time.</li> </ul>
<b>Time &amp; Job Sheets</b>	<ul style="list-style-type: none"> <li>Time and Job reporting will be required to be filled out correctly each day, documenting labour and hours worked per job.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>Position reports to the Facilities Supervisor.</li> <li>All staff shall keep their supervisor fully briefed about the status of work.</li> <li>Monitor and report on asset condition.</li> </ul>
<b>Key Results</b>	<ul style="list-style-type: none"> <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> <li>Provide a high level of customer satisfaction.</li> <li>Find solutions and provide methodologies.</li> <li>Enhance the profile of the Facilities Department.</li> </ul>
<b>Regulations</b>	<ul style="list-style-type: none"> <li>Must remain familiar with all trade rules and regulations governing the Electrical Industry, in particular:</li> <li>Compliance with the current Electricity Regulations and current AS/NZ Standards for Electrical Installations and all updates.</li> <li>Current NZ Building Act and regulations.</li> </ul>
<b>Internal &amp; External Networks</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>Feedback from colleagues, public and agency representatives are positive.</li> </ul>
<b>Conditions of Employment</b>	<ul style="list-style-type: none"> <li>Staff may be called upon to do higher level supervisory duties at any time.</li> <li>All staff are required to participate in On-Call duties as required by Health NZ and be able to respond in the required time which is half an hour from time of receiving call. On-Call is 1 week out of 5 weeks unless negotiated as a 1 week out of 4 weeks.</li> <li>Due to the nature of the industry this position will be required when requested to work extra hours to minimise the effects of plant and equipment breakdowns.</li> </ul>
<b>Quality Improvement</b>	<ul style="list-style-type: none"> <li>Participation in quality improvement processes in your area of work.</li> </ul>

	<ul style="list-style-type: none"> <li>• A quality, customer-focused service is provided at all times, which follows best practice.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Participation in annual performance review process including review of performance goals and identification of areas for professional development.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Other duties as negotiated with your Manager,</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.</li> <li>• Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership.</li> </ul>
<b>Equity</b>	<ul style="list-style-type: none"> <li>• Commits to helping all people achieve equitable health outcomes.</li> <li>• Demonstrates awareness of colonisation and power relationships.</li> <li>• 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.</li> <li>• Shows a willingness to personally take a stand for equity.</li> <li>• Supports Māori-led and Pacific-led responses.</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>Collaboration and Relationship Management</b>	<ul style="list-style-type: none"> <li>• Models good team player behaviour, working with colleagues to not allow silo thinking and behaviour at decision making level to get in the way of doing our best and collegially supports others to do the same.</li> <li>• Works with peers in Hauora Māori Service and Pacific Health Business Unit to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of services.</li> </ul>
<b>Health &amp; safety</b>	<ul style="list-style-type: none"> <li>• Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives.</li> <li>• Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes.</li> <li>• Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.</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> <li>• Understands, and operates within, the financial &amp; operational delegations of their role, ensuring peers and team members are also similarly aware.</li> </ul>
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**Matters which must be referred to the FACILITIES SUPERVISOR**

- Must notify Supervisor of any Critical Failures or possible failures to all plant.
- Any life threatening issues to Patient or Staff from Electrical systems to be reported urgently.

**Relationships**

<b>External</b>	<b>Internal</b>
<ul style="list-style-type: none"> <li>• All Contractors engaged by HNZ.</li> <li>• Maintain Good relationships with HNZ accredited suppliers.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain effective working relationships with onsite Trade Staff</li> <li>• Present in a positive and supportive manner across the organisation.</li> </ul>

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

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**You will have**

**Essential:**

- A registered electrician holding an annual practising certificate
- To have a minimum of two years post qualification experience
- One should have a sound knowledge of Electrical and Building Industry
- Must be self motivated and able to work unsupervised, but also able to work with others as a team to achieve goals as set out by the Facilities Supervisor
- Must be able to carry out all work in a tradesman like manner
- Demonstrated ability to prepare written reports coupled with well-developed verbal communication skills
- Demonstrated ability to work with groups of professionals to achieve common aim
- Basic / intermediate knowledge of Microsoft Office applications i.e.: Word, Excel and Outlook
- Keeps up to date with available information technology relevant to position
- Understands and complies with Health NZ Information Technology policies
- Have a background in Commercial and Industrial automation, electronics and controls
- Ability to co-operate with consultants and contractors

- Well developed communication skills and can easily relate to management, staff and customers
- Ability to achieve the desired outcomes within set timeframes.
- Be methodical and able to understand complex electrical & mechanical devices
- Medical electronics experience and/or electronics fault finding experience
- Person of integrity, able to be trusted with confidential matters
- Sound organisational skills, including a methodical approach to routine work
- Displays a pleasant nature and is approachable when dealing with people and has the ability to get on well with others
- Displays versatility and copes with unexpected delays or happenings
- Has the ability to physically undertake the tasks involved
- Has the ability and confidence to work as a team leader, an integral part of the team, as well as being able to work unsupervised
- Has a strong personal commitment to personal and trades standards, in terms of appearance, pride taken in the job, and attention to detail
- Has the ability to suggest improvements to the way in which work is carried out
- Is willing to undertake duties as instructed by Management

**Desired:**

- Experience in implementing Te Tiriti o Waitangi in action.
- An understanding of Building Management systems
- Ability to maintain BWOFF systems such as emergency lighting
- Ability and knowledge with VSD's and programming.

**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.
- 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.

*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.*

*\*The reference to salary band in this position description is for internal benchmarking and role sizing purposes only. The salary band designation does not form a term or condition of employment and may be changed by the employer at any time. In accepting a Health NZ employment agreement you acknowledge and accept this. Changes to the salary band will not affect an employee's current salary or remuneration.*