

## Position Description | Te whakaturanga ō mahi

### Te Whatu Ora | Health New Zealand

<b>Title</b>	Electrician		
<b>Reports to</b>	Electrical Supervisor		
<b>Location</b>	Lakes Hospital, covering the Queenstown Lakes district		
<b>Department</b>	Facilities & Property		
<b>Direct Reports</b>	Nil		<b>Total FTE</b> Nil
<b>Budget Size</b>	<b>Opex</b>	N/A	<b>Capex</b> N/A
<b>Delegated Authority</b>	<b>HR</b>	N/A	<b>Finance</b> N/A
<b>Date</b>	July 2023		
<b>Job band (indicative)</b>	Electricians		

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.

<b>Wairuatanga</b>	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>
<b>Rangatiratanga</b>	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>
<b>Whanaungatanga</b>	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>
<b>Te Korowai Manaaki</b>	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

To carry out electrical repairs, testing and new installations as required to all buildings owned and operated by the Te Whatu Ora to ensure a compliant, safe and efficient operation. To comply with health and safety at all times, including identification and reporting of all hazards and providing assistance in resolving issues that may cause harm. To deliver excellent customer service, assessing job requests, providing condition assessments of assets, and providing the best value response to customer requests, supporting team members and contractors. And to assist the Electrical Supervisor as required.

To assist in ensuring compliance across the following categories:

- Electrical Regulations
- Electricity Act
- Contractors
- The Building Act
- Health and Safety in Employment Act
- Accreditation and quality assurance
- Audits

<b>Key Result Area</b>	<b>Expected Outcomes / Performance Indicators – Position Specific</b>
<b>Service Support</b>	<ul style="list-style-type: none"> <li>• Provide high quality support to the Facilities and Property team, ensuring efficient and effective service delivery.</li> <li>• Identify potential improvements to systems and processes to ensure the continuous improvement of maintenance duties.</li> <li>• Demonstrate attention to detail and accuracy.</li> <li>• Demonstrate a willingness to adapt to changing needs of the service.</li> <li>• Evaluates situations and identify existing or potential problems and opportunities.</li> <li>• Demonstrate excellent customer service skills, by listening and interacting with stakeholders in a courteous, polite and responsive manner while adhering to relevant established protocols.</li> <li>• Undertakes duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</li> </ul>

<b>Electrical Maintenance</b>	<ul style="list-style-type: none"> <li>• To carry out new installations, maintenance and testing of Electrical equipment and appliances.</li> <li>• To undertake general electrical maintenance duties.</li> <li>• Ensure compliance with all relevant regulations and codes of practice and technically correct information.</li> <li>• To complete tasks efficiently and within agreed timeframes.</li> <li>• To negotiate and advise hospital staff regarding access and impact to their areas/services.</li> <li>• To comply with Staff Occupational Health and Safety, Infection Control and the Health and Safety in Employment Act.</li> <li>• Respond to all reasonable requests for assistance from hospital staff in a courteous and helpful manner.</li> <li>• Document relevant information of work within asset management system.</li> <li>• Sound communication to all affected parties.</li> <li>• To be part of an on-call roster, attend call outs and work overtime as requested.</li> <li>• Complete preventative maintenance tickets and update Asset information as completed.</li> <li>• You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> </ul>
<b>Personal Development</b>	<ul style="list-style-type: none"> <li>• Identifying areas for personal and professional development.</li> <li>• Training and development goals are identified/agreed with your manager.</li> <li>• Performance objectives reviewed annually with your manager.</li> <li>• You actively seek feedback and accept constructive criticism.</li> <li>• Maintain a high standard of integrity and work ethic including the utilisation of equipment and consumables economically.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Establish and maintain an effective working relationship with other staff.</li> <li>• Assist other staff when required, and provide relief cover to team members on leave as directed by the Manager.</li> <li>• Actively engage with and support colleagues, taking personal responsibility for ensuring effective working relationships with all team members.</li> <li>• Prioritise own workload and manage own time effectively.</li> <li>• When workload allows, proactively assist other staff.</li> <li>• Be able to work efficiently and effectively unsupervised.</li> </ul>
<b>Health, Safety and Wellbeing</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• You understand and consistently meet your obligations under Te Whatu Ora's 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>Te Tiriti o Waitangi</b>	<ul style="list-style-type: none"> <li>• Giving effect to the principles of the Te Tiriti – Partnership, Participation and Protection through your interaction with others on a day to day basis.</li> <li>• <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.</li> <li>• <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.</li> <li>• <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.</li> </ul>
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### Relationships

External	Internal
<ul style="list-style-type: none"> <li>• Patients and whanau</li> <li>• Visitors</li> <li>• Contractors and suppliers</li> <li>• Electrical Infrastructure Utilities companies</li> <li>• Territorial Authorities (eg DCC)</li> </ul>	<ul style="list-style-type: none"> <li>• Te Whatu Ora staff and patients</li> <li>• Facilities &amp; Property team</li> <li>• Health &amp; Safety team</li> <li>• Infection, Prevention, and Control</li> </ul>

### About you – to succeed in this role

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#### You will have

##### Essential:

- Registered Electrician's Practicing Licence
- Full NZ Drivers License
- Minimum of 3 years' experience in electrical maintenance

##### Desired:

- Site Safe qualification
- Previous healthcare experience

#### You will be able to

##### Essential:

- Demonstrate knowledge of AS/NZS 3000 and AS/NZS 3760 and the Electrical Regulations.
- Demonstrate knowledge of the Health and Safety at Work Act 2015
- Demonstrate good people skills and communication skills
- Be able to read technical drawings
- Have a high level of accuracy and be able to prioritise and reprioritise based on changing circumstances extremely well.
- Takes ownership and responsibility of all tasks.
- Takes pride in a job well done, accept feedback and learn from any mistakes.
- Be a self-motivated person, have the ability to complete user requests in a timely manner, think outside the square and conduct further research using your natural attention to detail.
- Can work independently with general supervision. Consult on more complex tasks for approval.
- Willing to support and assist other staff as required.
- Have the ability to identify potential hazards, and be able to take appropriate action to prevent or reduce problems before they arise
- Able to be courteous, helpful, tactful and culturally sensitive, and can also be assertive when the situation demands
- Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity

##### Desired:

- Demonstrate knowledge of AS/NZS 3003, AS/NZS 2500 and AS/NZS 6115
- Good computer skills
- Work with a workorder management system

*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.*