

Position Description | Te whakaturanga ō mahi

Health New Zealand | Te Whatu Ora

Title	Project Manager		
Reports to	Service Manager Capital Works		
Location	Dunedin Hospital, covering the Southern district		
Department	Facilities & Property		
Direct Reports	-	Total FTE	-
Budget Size	Opex	-	Capex
Delegated Authority	HR	-	Finance
Date	July 2023		
Job band (indicative)	Grade 18		

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.

Wairuatanga	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>
Rangatiratanga	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>
Whanaungatanga	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>
Te Korowai Manaaki	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

The purpose of the Project Manager role is to manage construction projects on behalf of the Health New Zealand- Southern. This includes working with relevant stakeholders to define scope, working with procurement to appropriately source supply teams, managing the project through delivery, and carrying out post project reviews and close downs. You will be expected to provide regular progress reports, including budget reports and forecasting on a range of construction projects.

Key Result Area	Expected Outcomes / Performance Indicators – Position Specific
Project Management	<ul style="list-style-type: none"> • To oversee day-to-day running of capital projects to ensure a compliant, safe and efficient operation. • To assist as required with full capital project management from concept design to full tender documentation to construction, review and close down. • To develop and maintain professional relationships with trades staff, contractors, Health New Zealand staff and senior management. • To provide advice to external project management and design consultants in all project processes and procedures. • Be the first point of contact for all Health New Zealand stakeholders, contractors and consultants on the site and take responsibility for their requirements. • To assist Team Leaders / Supervisors with the coordination of trades and assist with site issues. • Ensure at completion of projects all relevant documentation is obtained and passed onto the appropriate team for ongoing maintenance and service. Ensure compliance is obtained or / and adhered to. • Ensure that any work that involves legislative requirements is carried out by an appropriately registered person • Ensure project budgets are maintained and reported on as required. • Ensure accurate and timely reporting as per set templates for the capital works programme • To develop and maintain professional relationships with Infection Prevention and Control, and Staff Occupational Health and Safety regarding all construction.

	<ul style="list-style-type: none"> • To develop and maintain professional relationships with external contractors to maintain a smooth and efficient project while remaining on budget and programme. • Takes responsibility for capital construction on a day-to-day basis ensuring all policies and procedures are adhered to. • Assist in organising, controlling and providing leadership and accountability • All tenders / Quotes and invoices are quantified, accurate and within policy. • Accurate and timely reporting as per set templates for the capital works programme. • Accurate internal handover of information on completion of projects eg. service, maintenance, manuals and as-built drawings etc.
<p>Personal Development</p>	<ul style="list-style-type: none"> • Identifying areas for personal and professional development. • Training and development goals are identified/agreed with your manager. • Performance objectives reviewed annually with your manager. • You actively seek feedback and accept constructive criticism. • Maintain a high standard of integrity and work ethic including the utilisation of equipment and consumables economically.
<p>Teamwork</p>	<ul style="list-style-type: none"> • Establish and maintain an effective working relationship with other staff. • Assist other staff when required, and provide relief cover to team members on leave as directed by the Manager. • Actively engage with and support colleagues, taking personal responsibility for ensuring effective working relationships with all team members. • Prioritise own workload and manage own time effectively. • When workload allows, proactively assist other staff. • Be able to work efficiently and effectively unsupervised.
<p>Health, Safety and Wellbeing</p>	<ul style="list-style-type: none"> • Actively participate in preparing health and safety policies as required. • Devise plans for the practical implementation of health and safety policies as required. • Devise health and safety strategies for key high-risk projects. • Ensure that health and safety policies are effectively implemented and check whether objectives and targets have been met. • Ensure that relevant employees are consulted in health and safety matters. • Devise appropriate arrangements to ensure that employees and contractors are held accountable for discharging their responsibilities. • Review the effectiveness of the health and safety management system in the areas under their control. • Implement any necessary improvements to address identified deficiencies following, inspections, audits, reviews and assessments of risk. • Develop positive health and safety cultures in their teams and the team environment. • A program of inspection, audit and review is undertaken regularly. • There is an active health and safety action plan and issues are being addressed in a timely manner.

	<ul style="list-style-type: none"> • 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. • You understand and consistently meet your obligations under Te Whatu Ora’s Health and Safety policy/procedures. • You actively encourage and challenge your peers to work in a safe manner. • Effort is made to strive for best practice in Health and Safety at all times.
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Giving effect to the principles of the Te Tiriti – Partnership, Participation and Protection through your interaction with others on a day-to-day basis. • <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. • <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. • <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.

Relationships

External	Internal
<ul style="list-style-type: none"> • Patients and whanau • Visitors • Contractors and suppliers • Electrical Infrastructure Utilities companies • Territorial Authorities (eg ICC) • Lease holders 	<ul style="list-style-type: none"> • Health New Zealand staff and patients • Facilities & Property team • Health & Safety team • Infection, Prevention, and Control

About you – to succeed in this role

You will have

Essential:

- Tertiary Level Diploma or Degree in Engineering, Project Management or Construction Management.
- Relevant and current registration in project management such as PMP, CAPM, PRINCE2
- Must hold a current driver's licence

Desired:

- Experience managing staff and/or contractors
- Site Safe qualification
- Previous healthcare experience
- Experience managing budgets
- Relevant experience in hospital, project and/or facilities environment is desirable.
- Evidence of health and safety competency training (ie. Site Safe).

You will be able to

Essential:

- Demonstrate good people skills and communication skills
- 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:

- Competency in Microsoft Office suite including MS Project.
- Experiencing in coordinating or managing capital projects in healthcare facilities and/or other facilities which must continue operation during the project.
- Experience in participating in tender evaluation and post tender evaluation.
- Positive attitude with a good sense of humour

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.