



POSITION DESCRIPTION

Pouherenga Hohipere Facilities Manager

Taumata Korero | Hauora Hokianga Vision and Values

Tirohanga Matua – Our Vision

Whānau Oranga

Kia eke rawa te taumata manaaki tāngata, manaaki
whānau, manaaki kainga

*achieved through collaboration and service
excellence*

Ngā Pou Matua – Guiding Principles

To achieve our vision, we are committed to:

- Te Tiriti o Waitangi, the founding covenant of Aotearoa New Zealand,
- Equitable health and wellbeing outcomes,
- Provision of high-quality, integrated, and holistic health and wellbeing services,
- Offering a service with no cost at the point of need.

Ngā Whaingā Matua – Our Values

Rangatiratanga

leadership role modelled at all levels that supports self determination over one's health and wellbeing

Manaakitanga

expressed by extending respect, humility, kindness and honesty

Whanaungatanga

created through shared experiences and working together, demonstrated by effective relationships and collaboration

Wairuatanga

enhanced by celebrating identity and uniqueness that promotes a culture of holistic wellbeing

Turanga Mahi | The Position

Reports to: Ahorangi (CEO)

Department/Team: Executive

Job Status: Permanent, Full-Time

Direct reports (if applicable): 4

Delegated Financial Authority: TBC

Last updated: March 2023

Position Purpose

The purpose of the Pouherenga Hohipere / Facilities Manager position is to deliver practical preventative maintenance and repair of our facilities by planning, coordination, monitoring and delivery of a comprehensive system for safe and effective maintenance and compliance. This will ensure the functionality and availability of hospital, clinic and accommodation facilities, including our working environments, buildings, plant, vehicles, equipment, medical gases, power generation, etc. and thereby the safety of staff and patients.

The Pouherenga Hohipere / Facilities Manager is a member of the Executive Management Team and reports directly to the Chief Executive Officer.

Kawenga Tikanga | Key Accountabilities

Key Result Area	Expected Outcomes
Facilities Maintenance and Repair <ul style="list-style-type: none"> • Maintain systems and processes which ensure our facilities are: <ul style="list-style-type: none"> ○ Fully functional ○ Safe and Secure • Compliance with regulatory, and legislative requirements. This includes all relevant and accepted hospital standards 	<ul style="list-style-type: none"> • There is evidence of a clear understanding of hospital related Legislation and Standards • Direct the team to carry out all necessary preventative maintenance and repair duties • There is evidence of systematic proactive management of preventative and reactive maintenance works across the site for systems and equipment functionality including vehicles and plant, and safe storage of associated supplies and chemicals • Ensure regular function checks of the diesel generator and associated power supply / failure systems

<ul style="list-style-type: none"> • Control and oversight of all external contractors and maintenance suppliers, including the monitor of scheduled servicing contracts • Lead and motivate direct reports and contractors for development of a strong and supportive team culture • Manage resources in an effective and efficient manner • 24-hour management of essential systems 	<ul style="list-style-type: none"> • Ensure maintenance of negative air pressure-controlled areas, and provide routine support to help maintain clinical staff checks and use of the negative pressure facility • Evaluate, monitor and implement maintenance policies and procedures to ensure all locations run at optimum levels, including the review of contracts to ensure continuous quality, safety and compliance • Management of routine maintenance and repair requests to ensure best use of maintenance team skills, and safe operations • Ensure unplanned, non-urgent work requests can be incorporated into planned work schedules • Clear performance objectives and delivery outputs are identified for staff and contractors • Lead regular function checks of fire protection systems, and the practice of fire evacuation procedures in co-operation with local Fire Services representatives • 24-hour emergency cover is available
<p>Staff Management</p> <ul style="list-style-type: none"> • To create and maintain a climate of team work; safety in practice; job satisfaction • To act as coach and mentor to direct reports 	<ul style="list-style-type: none"> • Communicate openly and liaise with the Maintenance Team to provide for the assignment of tasks, on-the-job guidance, mentoring and to identify training needs, safe work practice, reporting of faults found or Health and Safety risks and incidents, etc. and fulfil their role responsibilities • Individuals within the team are provided with regular, focused and effective performance feedback • Formal performance reviews of all team members are conducted in a timely manner, with KPIs set individually • The team are included in new initiatives, and enabled to improve performance and service delivery • Feedback confirms credibility amongst the team and service users
<p>Project and Contractor Management</p> <ul style="list-style-type: none"> • To lead and/or contribute to projects as identified • Maintain and manage a 10-year asset management plan • To ensure the effective and efficient use of resources and supplies within agreed levels 	<ul style="list-style-type: none"> • Projects are planned, managed and delivered on time and on budget • A robust well-maintained asset register is available • Requests for tender and contract proposals are reviewed and assessed and new contracts are implemented smoothly as a result of detailed and systematic planning • Reporting against planned resource allocation is detailed, accurate, and within required timeframes • Costs are managed and monitored in co-operation with • Vehicle purchase planning is informed and supported by clear and concise use versus cost referenced proposals
<p>Health, Safety and Wellbeing</p> <ul style="list-style-type: none"> • Proactive buildings and equipment risk and hazard management to reduce the number of accidents / incidents, Including: <ul style="list-style-type: none"> ○ Building WOF ○ Heating and cooling systems ○ Fire systems maintenance / safety and fire training for staff to ensure safe operation / evacuation of the hospital during a fire ○ Security 	<ul style="list-style-type: none"> • Demonstrate a good understanding of Health and Safety policy and practice for maintenance and compliance in a health care environment • Model Health and Safety focused behaviours at all levels and contribute to an environment in which the team and contractors work safely • Team members can articulate, and demonstrate understanding of and compliance with safety measures, risk, incident, accident and hazard management protocols, procedures, and guidelines

<ul style="list-style-type: none"> ○ Waste management ○ Hazardous Goods Management 	<ul style="list-style-type: none"> ● Systems and process support the full achievement of all relevant emergency management procedures and compulsory / compliance education and training ● Liaison with the Health and Safety Co-ordinator to report and manage of Health & Safety issues ● There is evidence of a feedback loop following incidents/accidents/unplanned events, corrective actions to work practice and/or the environment are carried out effectively and in a timely manner ● Contractors provide appropriate, site-specific safety plans and supporting information, can show their staff are appropriately trained and equipped and have relevant certification (where applicable) to undertake their respective roles ● Contractor management ensures ongoing onsite Health & Safety compliance ● Actively participate in fire evacuation, power failure, and any other emergency procedure or failure preparation / practice ● Contribute to and inform service continuity planning and service outage management policies and procedures
<p>Quality</p> <ul style="list-style-type: none"> ● To develop and maintain a culture of continuous improvement ● To ensure full compliance with approved quality standards in all areas of responsibility ● To actively contribute to Continuous Quality Improvement activities 	<ul style="list-style-type: none"> ● Familiar with quality standards and policies, and systems are in place to demonstrate robust, proactive, and collaborative team engagement ● Actively participates in continuous quality improvement of the delivery of Hauora Hokianga-wide services ● Systems are in place that demonstrate best practice guidelines are utilised and communicated to the team ● Audit and certification results show compliance with all legislative requirements and quality standards ● All issues and responses are managed within the agreed timeframes

Kawenga Matauranga | Knowledge, Skills and Experience Required

Qualifications

- A recognised trade qualification in any relevant aspect of maintenance is required, or comparable evidence that provides a history of on the job training and development to an appropriate level
- Full and current Drivers Licence is essential.
- A competency-based Project Management qualification is highly desirable.
- A Dangerous Goods endorsement is desirable.

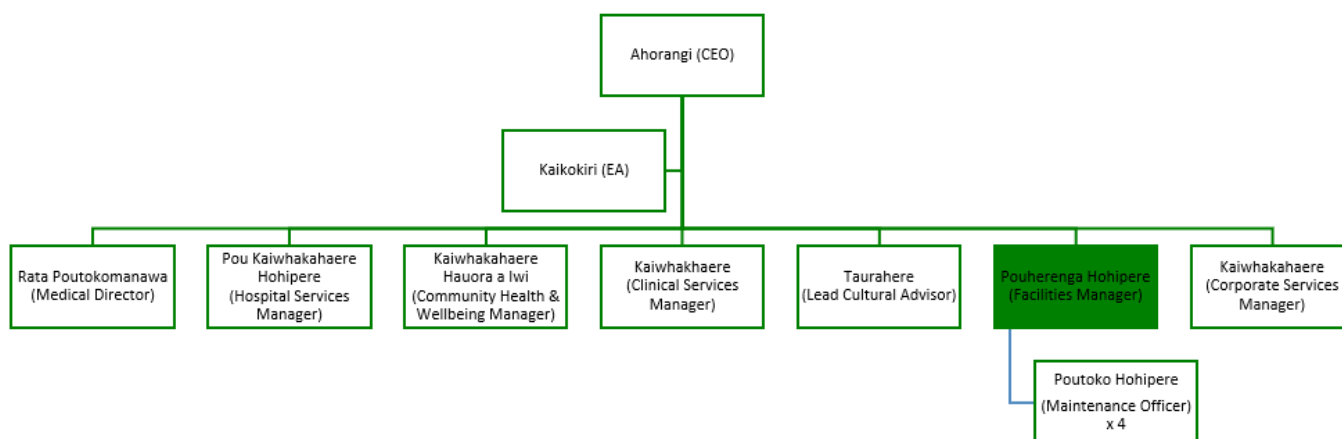
Skills and Experience

- Appropriate experience of service delivery management in a maintenance environment
- Sound operational maintenance and repair experience in a health care or similarly structured and controlled environment – building, plumbing, painting and/or other technical / mechanical skills at an acceptable level may be considered
- Proven organisational and operational management skills
- A good understanding of asset / lifecycle management
- Ability to visualise solutions to every-day maintenance and repair problems
- Good interpersonal and communication skills – including the ability to lead and work well as part of a team
- Good understanding of quality and compliance systems in a maintenance or healthcare environment

- Proven computer skills – MS Office essential; other management, project, budgetary management desirable
- Ability to draft project defining documents, input to contracts, and asses tenders
- Recognises patient rights to be treated as an individual and with equity, including a sound understanding of and respect for the social, cultural and spiritual norms of others.
- Ability to act with sensitivity regarding rights to privacy and confidentiality.
- Understanding of, or willingness to develop knowledge and engage with Te Ao Māori - Tikanga, Kaupapa, Te Reo and Rongoā.
- 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.

Kawenga Whanaungatanga | Relationships

Your place in Hauora Hokianga



Key Internal Relationships

- CEO and Executive Team
- Maintenance Team
- Other managers and staff

Key External Relationships

- Contractors and subcontractors
- Suppliers
- Servicing and maintenance personnel
- Patients, whānau and visitors

Tuhinga Whakaae | Acknowledgement and Approval

Organisational Requirements

Employees are expected to support the aims and objectives of Hauora Hokianga through:

- Understanding and implementation of Hauora Hokianga’s strategic plan and objectives.
- Being aware of and adhering to Hauora Hokianga’s policies and procedures.
- Participating in quality and continuous improvement.
- Demonstrating a commitment to our organisational shared values.

Key responsibilities and accountabilities for this position should not be considered definitive. Accountabilities and outcomes may be added, deleted or modified, in consultation with staff as necessary. Knowledge, skills and experience required will be reviewed in line with performance review and development process unless required earlier.

Employee Signature:

Date:

Manager Signature:

Date: