

# Statement of Accountability

Te whakaturanga ō mahi

Team Name	Infrastructure and Investment Group – Design Delivery, Waitaha		
Role Title	Programme Coordinator – Furniture, Fixtures and Equipment (FF and E)		
Reports to	Programme Manager – Design Delivery, Waitaha		
Date	11 June 2025	Salary Band	15
Location	Christchurch	Department	IIG

## About us

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

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 whānau, 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>
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## Our Team Accountability

As a member of the **IIG Waitaha Delivery Office** this role has shared accountability for:

### Expected Outcomes / Activities – Team Specific

- **Engaging** with Project Managers/ Programme Managers to ensure the smooth running of the Portfolio.
- **Displaying** an understanding of, and alignment to our team's purpose, vision, values and strategy.
- **Building** capability in the team around robust, consistent project management processes and suitable accurate reporting.
- **Knowing** the status / milestone for projects in the portfolio.
- **Maintaining** communication across the team
- **Creating** a work environment in which people take pride in their work and work together to provide excellence in customer service.
- **Communicating** prioritised work plans that align with the organisational strategies and goal.
- **Growing** the team capabilities to deliver quality services.
- **Ensuring** that all projects deliver equity in health outcomes.
- **Contributing** to the Wellbeing, Health and Safety of the team.

## My Role Responsibilities

**POSITION STATEMENT:** The Programme Coordinator – Furniture, Fixtures and Equipment, is responsible for assisting the project managers in procuring FF & E for multiple projects using sound procurement practices and accurate record keeping. The role involves assisting the project managers in the timely, resource efficient planning, record keeping, purchase and delivery of FF and E items across multiple concurrent health facility projects. Tasks include placing purchase orders, tracking items from purchase, through arrival, storage and placement in the new area, liaising with suppliers to gather accurate quotes and follow up on the status of orders.

Key Outcomes Area	Expected Activities / Performance Indicators – Position Specific
	<ul style="list-style-type: none"> <li>– Coordinating and assisting with the planning and management of FF and E resources, subcontractors and consultants as directed by the Project/Programme Manager.</li> <li>– Carrying out procurement responsibilities for Furniture, Fixtures and Equipment by:               <ul style="list-style-type: none"> <li>○ Obtaining quotes at the direction of the project/programme managers</li> <li>○ Capturing the decisions around the preferred suppliers and resource requests</li> <li>○ Raising requisitions, receipting and receiving in of goods</li> <li>○ Updating and tracking spreadsheets to inform budget reporting</li> <li>○ Ensure purchase orders for all vendors are issued</li> <li>○ Liaising with internal and external stakeholders to ensure correct goods are sourced and delivered</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Coordination of timely deliveries to site and warehouse and first point of contact for all deliveries</li> <li>○ Maintain associated databases of assets and handover</li> <li>○ Payment of all invoices at the direction of the team project managers, as required</li> <li>○ Performing other duties considered to be within the scope of this role as directed by your manager.</li> </ul>
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## My Capability

To be effective and succeed in this role it is expected the person will have proven capabilities against the **Leading-Self** leadership focus. A person with this leadership focus will not hold formal leadership accountabilities but are responsible for displaying leadership character and driving service delivery within their role and team.

Therefore, critical capabilities for this role are:

Capability Area	Behavioural Descriptor
<b>Cultural Responsiveness</b>	Understands the needs of Māori and adjusts approach to ensure equitable outcomes.
<b>Self-Aware</b>	Understands their impact on others and strengthen personal capability over time.
<b>Engaging others</b>	Connect with people; to build trust and become a leader that people want to work with and for.
<b>Resilient and Adaptive</b>	Show composure, resolve, and a sense of perspective when the going gets tough. Helps others maintain optimism and focus.
<b>Honest and Courageous</b>	Delivers clear messages and makes decisions in a timely manner; to advance the longer-term best interests of the people we care for.
<b>Achieving Goals</b>	Demonstrate drive, optimism, and focus; to make things happen and achieve outcomes.
<b>Managing Work Priorities</b>	Plan, prioritise, and organise work; to deliver on short, medium and long-term objectives across the breadth of their role.
<b>Curious</b>	Seeks and integrates ideas, information, and different perspectives.

Technical Capability:

Capability Area	Behavioural Descriptor
<b>Clerical</b>	Knowledge of administrative and clerical procedures and systems such as word processing, managing transcription, files and records, designing forms, and other office procedures and terminology.
<b>Administration and Management</b>	Knowledge of business and management principles, and coordination of people and resources.
<b>Budgeting and Financial Management</b>	Processing of vendor invoices for payment and supporting the Project/Programme manager to track receipt and payment of invoices.
<b>Schedule Management</b>	The ability to prepare and maintain schedules to deliver the project requirements, taking account of dependencies and resource requirements against resource capacity

## My Qualifications, Experience, Knowledge, Skills:

You will have:	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>– NCEA Level 3 qualification or project coordination experience within the construction industry</li> <li>– Experience supporting multiple projects, as well as groups and individuals involved in them</li> <li>– Knowledge of Government Rules of Procurement</li> <li>– Sound financial knowledge and numerical capabilities</li> <li>– Knowledge and understanding of project management methodologies</li> <li>– Exceptional verbal, written and presentation skills</li> <li>– Experience of processing and monitoring vendor payments.</li> <li>– Advanced computer skills and proficient knowledge and experience with the Microsoft Office Suite, with in-depth knowledge of Microsoft Word, Excel and PowerPoint.</li> </ul> <p><b>Desired</b></p> <ul style="list-style-type: none"> <li>– Understanding of FF &amp; E requirements in a health setting</li> <li>– Experience and knowledge of Public Sector environment</li> <li>– Project Management training/qualifications</li> </ul>
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## Key Relationships to Nurture

Internal	External
– Health New Zealand, Te Whatu Ora Managers and Executives	– Vendors, consultants, contractors and sub-contractors
– Waitaha and Te Tai o Poutini and other regional Leadership Team/s	– Ministry of Health
– Finance and Legal Divisions	– Executive and senior stakeholders
– Project Team participants in clinical and business space	– Other associated organisations and NGOs
– Other staff and colleagues	– Regulatory Authorities

*This Statement of Accountability 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.*