

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

<b>Title</b>	Electrician		
<b>Reports to</b>	Site Maintenance Manager		
<b>Location</b>	Hillmorton		
<b>Department</b>	Maintenance and Engineering		
<b>Direct Reports</b>	0	<b>Total FTE</b>	1
<b>Budget Size</b>	<b>Opex</b>	<b>Capex</b>	
<b>Delegated Authority</b>	<b>HR</b>	<b>Finance</b>	
<b>Date</b>	10/02/26		
<b>Job band (indicative)</b>	Step 3 to Step 10 MECA		

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:

Assist in repair and maintenance of buildings, building services / plant and equipment and building management systems.

Key Result Area	Expected Outcomes / Performance Indicators
	<p><b>Maintenance and Repair</b></p> <ul style="list-style-type: none"> <li>• Maintenance and repairs of electrical items or systems associated with Waitaha Canterbury buildings and sites. This will include the installation, repair and maintenance of hospital equipment and hospital reticulation systems, electrical safety checks along with a variety of other commercial and industrial maintenance.</li> <li>• Regular inspection of the operating systems and services within buildings and throughout Waitaha Canterbury sites.</li> <li>• Upgrading and replacement installation of mechanical building services plant and systems throughout Waitaha Canterbury.</li> <li>• Assist other trade staff on any type of work as directed by the Maintenance Manager.</li> <li>• To be familiar and comply with the Maintenance &amp; Engineering Standards and the Operation &amp; Procedures Manual.</li> <li>• Report to the Maintenance Manager any plant or equipment which appears to be faulty or requires maintenance.</li> </ul>

	<ul style="list-style-type: none"> <li>• To perform all duties with minimum disruption to services and staff.</li> <li>• Ensure all documentation is promptly completed and returned.</li> <li>• Carry out Planned Maintenance, Condition and Defect work in compliance with instructions.</li> <li>• To requisition parts and materials as required</li> <li>• Be available to respond to urgent work requests for assistance by carrying a Waitaha Canterbury mobile phone (or pager at our discretion)</li> </ul>
	<p><b>Projects</b></p> <ul style="list-style-type: none"> <li>• Maintenance work and repairs are carried out as required.</li> <li>• Recommend to Maintenance Manager when any changes or improvements are necessary to maintain the required standard.</li> <li>• Projects undertaken will be completed expeditiously and within agreed timelines.</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/ followed.</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>

#### **HOURS OF WORK:**

Normal hours of work may vary between 0600 hrs. to 1800 hrs., Monday to Friday. It may be necessary from time to time to work outside these hours. You will be required to be part of the on call roster for Waitaha Canterbury electricians.

#### **Matters which must be referred to the Site Maintenance Manager**

Recommend to Maintenance Manager when any changes or improvements are necessary to maintain the required standard.

## Relationships

External	Internal
<ul style="list-style-type: none"> <li>Contractors</li> <li>Consultants</li> <li>Statutory bodies</li> <li>Local authorities</li> <li>Other HNZ staff</li> </ul>	<ul style="list-style-type: none"> <li>Facilities and Engineering Manager</li> <li>Service / Unit Managers</li> <li>Other department managers</li> <li>Site Maintenance Manager</li> <li>Maintenance Staff</li> <li>HR Staff</li> <li>Other HNZ Site Maintenance Managers</li> </ul>

## About you – to succeed in this role

### You will be able to

#### Essential:

- Shall be a Licensed Electrician with The Electrical Workers Registration Board of New Zealand ([www.ewrb.govt.nz](http://www.ewrb.govt.nz))
- Previous experience working in accordance with building statutory requirements
- Responsive to change
- Have the ability to work closely with a variety of different professionals within Waitaha Canterbury
- Be able to project a credible and dependable image
- Have excellent communication skills
- Time management skills, especially ability to set and follow appropriate priorities.
- Knowledge and understanding of trades roles and impact upon patient services.
- Knowledge and understanding of the impact of building and fittings upon patient services.
- Ability to identify maintenance requirements through casual observation.
- Ability to follow administrative procedures.
- Suitable training will be provided to individuals to gain specific site knowledge.
- Must have a valid drivers licence

#### Desired:

- Advanced Trade Certificate desirable.
- Experience providing services to a 24-hour operating environment preferable.

### You will have

#### PERSONAL ATTRIBUTES:

##### Key Behaviours

- Ability to “work together” in a truthful and helpful manner.
- Ability to “work smarter” by being innovative and proactive.
- Accepts responsibility for actions.
- Cost consciousness.
- Customer focus
- Ability to present positive image of trades staff.

- Willing and able to work sensitively in all areas of the hospital environment.
- Desire and ability to work with others to achieve individual, site maintenance and organisational objectives.
- Demonstrated willingness to learn and increase professional and personal knowledge.
- Must be physically fit.
- Good written and oral skills (needed to complete necessary paper work related to all jobs.)
- Must be self-motivated and versatile.

*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.*