

STATEMENT OF ACCOUNTABILITY

Gardner

TEAM	Physical Resources
ROLE TITLE	Unqualified Gardner
REPORTS TO	Non Trades Supervisor - Buller

OUR CULTURE

At our Health NZ, we are committed to honouring Te Tiriti o Waitangi and its principles by ensuring our partnership with Māori are at the forefront of all our conversations. We are also committed to putting people at the heart of all we do, so that we are all supported to deliver world class healthcare to our communities. This means we all behave with honesty, integrity and courage; doing the right thing by each other and our communities. We demonstrate care and concern for our own and others wellbeing. We believe that diversity and inclusion is critical to ensure we deliver the best care for our diverse communities. Therefore, we always respect and value everyone's differences. When making decisions we consider and seek a diverse range of viewpoints especially those from minority groups.

OUR TEAM ACCOUNTABILITY

As a member of the Facilities and Maintenance, this role has shared accountability for:

- Facilities presented in a fully compliant and safe for Patients, Staff and Public.
- Our values of **respect, support and excellence** are central to everything we do at HealthCare NZ. They shape and drive our behaviour along with our relationships with colleagues, business partners, stakeholders and of course the people we care for and support.

MY ROLE RESPONSIBILITY

This Position is responsible for undertaking all aspects of ornamental, horticultural, general gardening and maintenance work at the Buller Facilities but is required to work at any location or facility operated by the Te Whatu Ora West Coast.

Specifically, the role is responsible for:

- Gardening Duties, including weeding, planting and care of trees, shrubs and bedding plants and pest and disease control using green weed sprays
- Operation and maintenance of horticultural equipment and machinery
- Order and collect stores and materials as required
- Organise working day to optimise the time available
- Notify the Maintenance Team Lead of work where assistance is required.
- Record time and materials as required
- External window cleaning as directed
- From time to time you may be required to undertake duties in addition to those outlined but which fall within your capabilities and experience, as required by supervisor.
- Looking for opportunities to improve systems, processes and work practices – both within your own position and the organisation as a whole

MY CAPABILITY

To be effective and succeed in this role it is expected the person will have proven capabilities against the Leads 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.

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

Required Qualifications, experience, knowledge and skills:

- A proven record and able to perform the listed tasks
- Able to work unsupervised and prioritise workloads
- The ability to work with a small team

Preferred Qualifications, experience, knowledge and skills:

- Able to maintain confidentiality and use discretion
- Possess ability to work cooperatively and efficiently
- Possess a high level of imitative
- Take accountability for actions
- Flexibility to work extra hours if required
- Able to work under pressure to meet deadlines
- Commitment to on-going self-development

**MY RELATIONSHIPS
TO NURTURE**

Internal

Health NZ Staff
Maintenance Administrator
Local Management

External

Public on the grounds
Contractors as required
Other Health NZ Departmental staff

**OUR WELLBEING,
HEALTH AND SAFETY**

At our work place, we're committed to promoting a culture where our people's wellbeing, health and safety is at the core of everything we do. We're committed to a healthy and safe working environment to enable everyone to return home safe and well every day. We're driving for a positive, inclusive, engaging culture where our people feel safe and engaged in their work.

We know that it's really important to look after yourself, in order to provide the best possible care to our community. We are all responsible for the health and safety of ourselves and each other. We need to work together to ensure wellbeing, health and safety risks do not put our people at risk of harm.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in this job classification. Employees may be requested to perform job related tasks other than those specified.

Signed on behalf of Health NZ

*I accept the terms and conditions as outlined in
this SOA*

Date _____

Date _____

Name

Name

Position

Job Title

SOA reviewed and approved by HNZ Te Tai o Poutini Facilities Manager, Dec 2025.