

Position Description | Te whakaturanga ō mahi

Health New Zealand | Te Whatu Ora

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.

Title	Driver
Reports to	Bernice Marra – General Manager – Ashburton and Rural Health Daniel Wilson – Maintenance Manager - Ashburton and Rural Health Sharron Wilson – Day Centre Manager Jane Wright – Tuarangi Home Manager Stephanie Radford – Food and Housekeeping Services Manager
Location	Ashburton
Department	Elizabeth Street Day Centre, Maintenance and Engineering, Support Services, Wellfood
Date	18/08/2026
Salary band (indicative)ⁱ	Food and Service workers - Group A Steps 1-5
Children's Worker roleⁱⁱ	No

Better Health, Better Care, Every Day.

Health New Zealand | Te Whatu Ora is committed to providing high-quality healthcare for all New Zealanders. We are focused on improving access to care, delivering better health outcomes, achieving national health targets, and ensuring the long-term sustainability of our health system.

We know that great healthcare starts with great people. That's why we are committed to building a high-performing, inclusive workplace where our people are supported to grow, contribute, and make a real difference for patients, whānau, and communities across Aotearoa.

About the role

The primary purpose of the role is to:

[The Driver is responsible for maintaining delivery service, wheelchair bus service and the medical waste disposal facility and to observe safe working practises at all times.
Participation in Accreditation and Quality Improvement.

Key Result Area	Expected Outcomes / Performance Indicators
Delivery Transport Service	- Delivery and transport service for laundry, food services, medical oxygen and general supplies as per transport driver schedule - Provide transport service for patients to/from Tuarangi Home, Elizabeth Street Day Centre, Hospital and clients homes as requested by Service Co-ordinators.

	- Follow patient and restraint procedures required for transporting patients, residents, members and staff within the bus. - Maintain an up to date NZTA Passenger Endorsement - The transport vehicle and wheelchair bus are cleaned and maintained regularly. Soiled linen trailer is cleaned per infection control policy and procedure. - Medical gas cylinders are sufficient for supply and for delivery to domiciliary patients. - Medical waste containers are available for disposal of wastes. - All stored waste is stored and disposed of under the required standards. - All documents for shredding disposal are shredded on a regular basis.
Other Related Tasks	- Perform additional duties for Maintenance and Engineering, Hospitality Services (Wellfood) and Supply department Staff and Management as required. - Carry out deliveries of other equipment around the Ashburton area as requested by Service Managers.

Key Result Area	Expected Outcomes / Performance Indicators
Access and Outcomes	- Supports efforts to improve access to services and achieve better outcomes for the communities we serve. - Uses evidence and insights to identify barriers and opportunities for improvement. - Contributes to inclusive, responsive, and effective service delivery.
Te Tiriti o Waitangi	- Demonstrates a commitment to understanding and applying Te Tiriti o Waitangi in a practical and appropriate way. - Supports initiatives that improve outcomes for Māori and strengthen relationships with Māori partners and stakeholders. - Contributes to an inclusive workplace that values diversity and supports the attraction, development and retention of Māori employees.
Health & safety	- Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. - 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. - Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.
Compliance and Risk	- Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. - Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. - Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.

Matters which must be referred to your manager

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.

Relationships

External	Internal
• Public • Patients • Members of ESDC	• Staff • Patients • Public

About you – to succeed in this role

You will have

Essential:

- NZTA Passenger Endorsement
- Class 1 Drivers License
- Experience driving larger vehicles including a bus
- Experience transporting passengers
- A friendly, caring and thoughtful manner

Desired:

- Class 2 or above Drivers License
- Nursing experience

You will be able to

Essential:

- Deliver results through effective planning, sound judgement, and personal accountability.
- Build trusted relationships and works collaboratively to achieve shared goals.
- Communicate clearly and adapts their approach to different audiences and situations.
- Demonstrate curiosity, adaptability, and a commitment to continuous improvement.
- Maintain high standards of professionalism, integrity, and ethical behaviour.
- Contribute to a positive, inclusive, and safe working environment.
- Take responsibility for their own development and supports the development of others where appropriate.

ⁱ Salary band reference is for internal benchmarking and role sizing purposes only. The salary band designation is not a term or condition of employment and may be changed by the HNZ. Changes to the salary band will not affect an employee's current salary or remuneration.

ⁱⁱ The Children's Act 2014 makes provisions for the protection of children and helping them thrive, achieve and belong. At Health New Zealand, we safety check every children's worker. The purpose of this safety check is to reduce the risk of harm to young people and is a legal requirement for those employed in work that involves contact with children and young people including face-to-face, over the phone, or email contact. It is part of our

commitment to ensuring the wellbeing and safety of children and young people. Your continued employment with Health NZ is conditional on a satisfactory safety check.