

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	Purchasing Officer Operating Theatre
Reports to	Nurse Manager
Location	Burwood
Department	Perioperative Services

Date	14-09/2026
Salary band (indicative)ⁱ	PSA National Administration and Clerical Pay Structure Band 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:

Ensure data entry is completed on time, accurately and efficiently to guarantee effective restock and replenishment of required medical equipment, instruments and implants [

Key Result Area	Expected Outcomes / Performance Indicators
Effective raising and receipting of Purchase Orders	- Orders raised with correct coding and pricing, so as to minimise subsequent processing delays. - Consolidation of orders, where possible to minimise transaction costs. - Ensuring purchased lines are against a Te Whatu Ora catalogue number wherever possible. - Purchasing from IProc and full FPIM system using inventory and expense purchasing - Goods are accurately matched with purchase orders and receipted in the purchasing system - Items requiring serial or lot number tracking are correctly entered and barcode stickers attached

	• Goods are accurately sorted for delivery to the correct internal location
Provide purchasing support to internal staff	• Meet the needs and deadlines of internal customers. • High quality service to internal customers that enables them to achieve their objectives, including advice and training on i-Procurement. •
Outstanding Purchase Orders and Problem Solving	• Review overdue orders regularly, liaising with suppliers and communicating with end users. • Fixing of issues on PO's as they come up, eg price, UOM, product code changes that could be causing delays in delivery of stock. • Communicate with Procurement staff to ensure interchange of information, enabling effective pricing and contract negotiation.
FPIM Maintenance	• Communicate with Procurement staff to ensure interchange of information, enabling effective pricing and contract negotiation. • Maintenance of all purchasing sub inventories in conjunction with the Clinical staff. ○ Managing UOM issues ○ Adding/deleting/updating items in sub inventories ○ Min/Max management •
Stock Management	• Writing of stock being managed in sub inventories using purchasing/financial business rules • Stock transactions in FPIM system for consignment items that are being returned to the company. • Problem solving stock lines that are lot or serial tracked and items on the shelf don't match what is listed in the inventory system.
Undertake other duties as reasonably directed by either the Manager or Clinical leaders	• Duties are performed in the best interests of Te Whatu Ora, in a competent and effective manner.
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.
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Relationships

External	Internal
- Suppliers of Clinical and Non Clinical Materials and equipment - Other hospitals, both Private and Te Whatu Ora, in Christchurch and New Zealand.	- Perioperative Nurse Manager; Charge Nurse Managers; Clinical Nurse Specialists, Clinical Nurse Coordinator; Nursing, Medical and Allied Health staff; Anaesthetic Technicians; Operating Theatre Assistants and other staff of the department - Te Whatu Ora, Waitaha - i-Procurement requestors - Warehousing and goods in staff - Accounts Payable staff - Procurement staff - Finance systems - Supply Coordinators - Other Te Whatu Ora, Waitaha staff as required

About you – to succeed in this role

You will have

Essential:

- Possession of technical knowledge and skills relevant to the position.
- Ability to communicate with others at all levels in order to successfully achieve outcomes.
- A balanced and informed approach to problem solving, as well as situations involving change, stress and conflict.
- A proactive, goal orientated and focused approach to the tasks associated with the role.
- Be detailed focused yet maintain the ability to see the wider picture.
- Be performance driven and have the ability to recognise the organisational culture and key success factors.
- Be able to share accountability for the attainment of performance goals.
- Be of the highest integrity.
- Highly developed organisational and prioritising skills.
- Computer literacy, preferably including Microsoft Office and FPIM software.
- Ideally have experience in the health sector, but in any event, have significant commercial experience.
 - Ability to work with high accuracy and strong attention to detail.

Desired:

- [Previous experience in stock purchasing/receiving.

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.
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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.