Health New Zealand
Te Whatu Ora

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	Trainee Technician / Technician
Reports to	Clinical Manager
Location	Christchurch
Department	Sterile Sciences
Date	24-07-2026
Salary band (indicative)[i]	PSA, APHST Collective-Agreement, Cire Scale - Group A Step 1
Children's Worker role[ii]	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:

To provide a high quality service to internal and external customers in accordance with Sterile Sciences policies, procedures and recognised standards (ASNZS 5369:2023 Sterilisation Standard.

Key Result Area	Expected Outcomes / Performance Indicators
Provide quality service	• Provide direct technical processing of reusable medical devices (RMD's) • Ensure accuracy of processes of quality assurance/control is in compliance and relative to infection control standards • Understand policies, procedures and guidelines • Participates in the production of new processes, policies and guidelines • Participates in the introduction of new processes, policies and development in the department
Decontamination	• Ensures that the correct washing process is selected and used • Loading of RMD's is consistent in achieving an effectively cleaned item • Identify urgent equipment for priority processing

	• Ensures that all processes are compliant with ASNZS 5369:2023 Sterilisation Standard
Inspection, testing and packaging	• Ensures that RMDs are inspected and tested as required and specific to each RMD • All issues are reported to the Team Leader or Clinical Manager • All RMDs are packaged in the correct manner as specified by the recipes, Standards of Practice (SOP), compliant with AS/NZS 5369:2023 Sterilisation Standard and Infection Control Standards
Sterilisation	• Ensures that the correct sterilisation process is selected and used (Steam, Sterrad etc) as appropriate • Ensures that all documentation is completed and notifies the Team Leader or Clinical Manager of any machine faults • Conducts all machine tests according to process for each machine and reports any faults or errors • Monitors each steriliser and load
Storage	• Ensures correct storage and distribution processes are maintained and in compliance with department standards and AS/NZS 5369:2023 Sterilisation Standard
Recording	• Ensures all required documentation is completed as indicated by AS/NZS 5369:2023 Sterilisation Standard and department and CDHB policies and standards
Environment	• Ensures that a clean, tidy and safe work area is maintained at all times
To maintain professional development	• Undertake annual appraisal, establishing and achieving goals and objectives • Maintain own clinical competence • Is required to work toward achieving L4 Sterilising Technology course certificate within two years of gaining employment • Participates in all learning opportunities provided • Complete and maintain portfolio • Attain and maintain registration under the New Zealand Sterile Service Association (NZSSA) • Works collaboratively with Sterile Services staff and customers at all times
Utilise Information Technology	• Demonstrate ability to access and use available clinical information systems • Is conversant with applications required for specific discipline/role. For example Outlook, T-Doc • Maintains own professional development by attending relevant IT educational programmes

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

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.ASNZS 5369:2023 Sterilisation Standard
- Equipment malfunction or damage
- Shortage of any consumables they may impact ability to provide service
- Incidents, accidents or near misses in the department
- Any conflict, abuse or unacceptable behaviour from staff

Relationships

External	Internal
• Hospitals and health service providers • Private Health Care Facilities • Supppliers	• Sterile Services Manager, Quality Facilitator, Educator, Team Leaders, T-Doc Administrator • Birthing, Theatres, Wards, Departments, Outpatients clinics • Maintenance & Engineering • Infection Control • Health & Safety

About you – to succeed in this role

You will have	**Essential:** • Attention to detail • Ability to work within a team

- Time management skills
- NZSSA Sterilising Technology Course Certificate or equivalent (or in the process of achieving) within 2 years of commencement.
- Maintains yearly membership of the New Zealand Sterile Sciences Association
- Minimum of three years Secondary education

Desired:

- Previous experience in an appropriate health care discipline

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.