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	Sterile Services Theatre Technician
Reports to	Charge Nurse Manager – Perioperative Suite
Location	Greymouth
Department	Perioperative Suite
Date	18/11/2026
Salary band (indicative)[i]	PSA Allied, Public Health and Technical collective agreement. Core Scale – Group B, Step 1-7
Children's Worker role[ii]	Yes

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 assist with the day-to-day operation of the theatre and Sterile Services Department. The role also contributes to maintaining safety, quality standards, effective teamwork and ongoing service improvement.

Key Result Area	Expected Outcomes / Performance Indicators
Reception, Decontamination and Reprocessing	• Used instruments and equipment are received, sorted, disassembled, cleaned, decontaminated, inspected, assembled, checked and packaged appropriately. • Instruments and equipment are prepared for sterilisation in accordance with established departmental protocols and procedures. • Endoscopes are reprocessed and high-level disinfection procedures are completed in accordance with required standards.

	• Mechanical cleaning, disinfection and drying equipment is operated in accordance with manufacturers' recommendations. • Appropriate documentation is completed and materials are used efficiently, minimising wastage. • Reprocessed instruments and equipment are distributed appropriately and in a timely manner. • Work areas are maintained in a clean, tidy and organised condition.
Operating Theatre and Perioperative Support	• Effective technical and support services are provided to Operating Theatres to assist with the efficient functioning of daily theatre lists. • Theatre equipment and accessories are appropriately prepared and set up in a timely manner. • Theatre cleaning, turnaround and terminal cleaning procedures are completed in accordance with departmental requirements. • Theatre, endoscopy and perioperative environments are maintained in a clean, safe and organised condition. • Patients are transported safely and in a timely manner between the ward and theatre, including during transfers and the immediate postoperative period. • Appropriate knowledge and safe use of patient positioning equipment, operating tables, accessories, beds and trolleys is demonstrated. • Safe manual handling principles are consistently applied when assisting with patient transfers, positioning and movement. • Works collaboratively with nursing, anaesthetic, medical and other relevant staff to support the completion of daily theatre lists. • Additional duties and messages are undertaken as reasonably requested to support departmental operations.
Teamwork, Communication and Internal & External Networks	• Effective working relationships are developed and maintained with relevant staff and departments to support positive service outcomes.

	• Works collaboratively across Theatre and Sterile Services, supporting integration, multi-skilling and flexibility within the role. • Communicates effectively and contributes positively to team briefings and departmental activities. • Assists with the orientation, education and training of new staff as required. • Demonstrates a flexible and cooperative approach to changing departmental and service requirements.
Quality Improvement and Service Delivery	• A safe, effective, quality-focused and customer-focused service is consistently provided in accordance with best practice. • Departmental policies, protocols, procedures and relevant quality standards are followed at all times. • Contributes to quality improvement initiatives within the department and wider hospital environment. • Participates in quality improvement processes relevant to the area of work. • Demonstrates commitment to maintaining high standards of service delivery, safety and continuous improvement.
Professional and Organisational Development	• Maintains and updates knowledge, skills and competencies to meet current and changing service requirements. • Participates in relevant professional development, education and organisational development activities as required. • Demonstrates willingness to develop new skills and adapt to changing departmental practices and service needs. • Participates in the annual performance review process, including reviewing performance goals and identifying professional development opportunities.

Other Duties

Other duties and responsibilities may be reasonably requested by the employee's manager or delegated personnel to meet operational and service requirements.

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.

Relationships

External	Internal
• Patients, Family, Whanau • Medical device and instrument suppliers, loan-set providers, equipment service technicians	• Perioperative nursing and medical teams • Clinical nurse management • Anaesthesia team • Infection Prevention and Control, • Quality and Patient Safety, procurement/stores

About you – to succeed in this role

You will have

Essential:

- NZSSA qualification equivalent, or prepared to commence the NZSSA Sterilising Technology Course within six months of commencing work (for all permanent staff) (Level 3)
- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Manage your own time and prioritise your work effectively.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Basic knowledge of Microsoft Office applications i.e.: Word, Excel, PowerPoint and Outlook

Desired:

- Experience in Sterile Services would be an advantage

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.