



Position Description

Position title:	Facilities Co-ordinator	Date:	Aug 2026
Reports to:	Facilities Manager	Department:	Facilities
Number of reports:	Direct:0 Total (include indirect):0	Location:	Southern Cross Christchurch Hospital
Delegated financial authority:	NA	Budget ownership:	No
Level of influence:	Leading self		

Our Organisation

At Southern Cross Healthcare, our vision is to help people live their best lives by reimagining healthcare.

Across our nationwide network, we combine the skills of more than 4,000 people including nurses and anaesthetic technicians, working with specialists, surgeons, anaesthetists, and allied health practitioners.

As New Zealand's largest private provider of healthcare, our strong "for purpose ethos" and through being recognised as one of New Zealand's leading and most trusted brands, we are poised to amplify the delivery of healthcare services like no other.

Vision	Purpose
Our vision is for what we aspire.	Our purpose is why we exist.
To help people live their best lives by reimagining healthcare.	To advance the provision of quality healthcare in Aotearoa New Zealand.

Values and Behaviours

Care First: Care is at our heart. It's the foundation of who we are and how we approach our mahi. Through genuine manaakitanga, we deliver a quality of care that makes healthcare more human.

Better Together: Our strength comes from connection and collaboration – we bring together our diverse skills, perspectives, and experiences in the spirit of partnership and kotahitanga. We all play our part creating better outcomes for everyone.

Pursue Excellence: Every day brings a new opportunity to improve, innovate, and excel. We don't settle for 'good enough'. We're here to do our best work, delivering our best care for the people and communities we serve.

Role Purpose

Support the Facilities Manager by coordinating maintenance activities, contractor management and compliance across the hospital.

Acting as the central point of coordination, you'll work closely with internal stakeholders and external contractors to ensure maintenance activities are completed safely, efficiently and with minimal disruption to hospital operations.

A key outcome is to enable business continuity within an environment that is safe for all people who attend the hospital.

Key Relationships

Internal

- Facilities Manager
- Hospital General Manager
- Hospital Senior Leadership Team
- Other hospital staff
- Property & Development Team, including GM Property, at the National Support Office

External

- Contractors
- Suppliers

Key Accountabilities

Maintenance

- Support the Facilities Manager in the day-to-day maintenance and operational management of the hospital.
- Coordinate, monitor, and maintain hospital equipment, plant, and supporting systems to ensure safe and efficient operation.
- Maintain and oversee preventative maintenance schedules and the maintenance plant history system.
- Coordinate contractors and monitor the quality and compliance of external maintenance work.
- Undertake routine maintenance activities and support repair and maintenance programmes across the hospital.
- Ensure maintenance contracts are in place and effectively managed.
- Support legal and regulatory compliance requirements, including BWOFF, H&S, building compliance, and other statutory obligations, ensuring accurate records are maintained.
- Support audit preparation and contribute to contractor management, risk management, and compliance activities.
- Identify, escalate, and support resolution of maintenance and operational risks.

- Manage and support departmental systems, technology, reporting, invoices, and work requests.
- Oversee hospital security systems and processes, including access cards, ID cards, CCTV, keys, and security contractors.
- Provide guidance and education to staff on plant, maintenance, safety, and compliance matters.
- Promote sustainability and environmentally responsible practices, including recycling initiatives.
- Support after-hours and on-call maintenance requirements, including occasional weekend work.

Quality & Risk

- Ensure effective systems and processes are in place to support staff safety, patient safety, and operational compliance.
- Work in accordance with Southern Cross Healthcare policies, guidelines, and standards of practice.
- Support the investigation, reporting, and follow-up of incidents through relevant reporting systems and quality processes.
- Participate in quality, infection prevention and control (IPC), health and safety, and compliance audits and activities.
- Coordinate PCBU requirements, including contractor inductions, compliance management, and audits.
- Liaise with tenants regarding maintenance works, signage, access, communications, and fire evacuation requirements.

Performance

- Optimises the efficiency and economy of the hospital.
- Ensures assets are protected and costs are managed.
- Assists in the preparation of capital proposals and capital budgets for the hospital.

Health, Safety and Wellbeing

- All employees are responsible for complying with health and safety policies and procedures.
- You are responsible for your own health and safety while at work and ensuring that your actions or inactions do not put others at risk.
- Identify, report and self-manage hazards where appropriate.
- Ensure that you complete early and accurate reporting of incidents at work.
- Participate and co-operate for shared health and safety responsibilities
- Actively participate where improvements to health and safety at SCHL can be made

Commitment to the principles of Te Tiriti o Waitangi

- Demonstrate awareness and understanding of Te Tiriti o Waitangi obligations through manaakitanga (respect) and kawa whakaruruhau (cultural safety) as evidenced in interpersonal relationships.

Commitment to Diversity, Equity and Inclusion (DEI)

- Honour diversity by acknowledging and respecting others' spiritual beliefs, cultural practices and lifestyle choices as evidenced in interpersonal relationships.
- Seek opportunities to include diversity, equity and inclusion practices in everyday work.

Commitment to Environment, Social and Governance (ESG)

- Engage in sustainable practices whenever possible. Try to reduce the environmental impact of your work and take an active role to initiate change to meet Southern Cross' ESG (Environmental, Social and Governance) commitments.
- Actively engage to improve your knowledge regarding sustainable practices whenever possible.

Role Requirements

Experience and skills required:

- Experience coordinating maintenance/facilities activities or in the building/engineering/mechanical trades.
- Strong organisational and planning skills.
- Ability to manage multiple contractors and competing priorities.
- Experience in administration and keeping records.

Experience and skills desirable:

- Working knowledge of building systems.
- Technical experience in areas related to the maintenance of facilities, including services (mechanical, electrical, hydraulic).
- Knowledge of the healthcare sector or hospital environments (or similar).
- Project management experience

Education and qualifications required:

- School certificate (or equivalent)

Education and qualifications desirable:

- Relevant tertiary qualification

Leadership Attributes

Human Centred Leadership

- Empathy
- Adaptability
- Connection

Performance Coach

- Accountability
- Engagement
- Collaboration

Change Enabler

- Execution
- Energy
- Contribution