



## Position Description

<b>Position title:</b>	Building Services Coordinator	<b>Date:</b>	October 2024
<b>Reports to:</b>	Facilities Manager	<b>Department:</b>	Facilities
<b>Number of reports:</b>	Direct: NA Total (include indirect):	<b>Location:</b>	Christchurch
<b>Delegated financial authority:</b>	NA	<b>Budget ownership:</b>	Yes
<b>Level of influence:</b>	<b>Leading self</b>		

## 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.
<b>To help people live their best lives by reimagining healthcare.</b>	<b>To advance the provision of quality healthcare in Aotearoa New Zealand.</b>

## Values and Behaviours

**Teamwork:** We will work together because we know that a strong team will always outperform strong individuals.

**Responsibility:** We will take ownership and pride in our work. We will act with integrity and be accountable for our behaviour.

**Respect:** We will act fairly in a culture of mutual trust and respect.

**Aspiration:** We will aspire to be the best we can be. We will recognise and celebrate success.

## Role Purpose

This role is responsible for the day-to-day operations of the Southern Cross Healthcare hospital facilities, grounds, tenanted buildings, and hospital plant including boilers, generator, chiller, pumps, medical gases, lighting, and locks. The Building Services Coordinator will coordinate with all external contractors to ensure the facilities are kept up and running and will be responsible for responding to any building service failures.

This role will oversee the preventive maintenance plan and support the Facilities Manager to ensure 100% 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 the General Manager Property at the National Support Office

### External

- Contractors
- Tenants
- Suppliers

## Key Accountabilities

### Maintenance

- Organises and monitors quality of work completed by external contractors.
- Ensures equipment and plant is appropriately coordinated, maintained, and monitored.
- Ensures equipment and plant maintenance schedules are maintained and monitored.
- Supports the Facilities manager with all aspects of legal compliance (Building WOF etc) and ensures that accurate records are held.
- Respond to staff concerns relating to plant, medical gases, passive and active fire systems.
- Be an active participant in maintenance and have the ability to find solutions under pressure.

### Quality & Risk

- Ensures effective systems are in place to support staff and to ensure patient safety.
- Works within the Southern Cross Hospital's Policies, Guidelines and Clinical Standards or Practice.

- Involved in ensuring incidents are investigated and reported appropriately using the Incident and Reporting Management System.

**Performance**

- Ensures a maintenance and asset management plan is implemented and reported against.
- A pragmatic and measured approach on managing multiple tasks and prioritising critical issues.

**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:**

- 5 years of technical experience in areas related to the maintenance of facilities including services and plant (strengths in mechanical, electrical, hydraulic would be beneficial).
- Experience in the building and/or engineering/mechanical trades.
- Well-developed written and interpersonal communication skills.
- Knowledge of heating, ventilation, and cooling systems.
- Experience in administration and keeping records.
- Ability to use Word, Excel, MS Teams, Outlook.

**Education and qualifications required:**

- Relevant Trade Qualification such as Maintenance Engineer, Plumber, Electrician or HVAC or equivalent experience.

<ul style="list-style-type: none"> <li>• Ability to work closely with others, participate as a member of a team and lead others.</li> </ul> <p><b>Experience and skills desirable:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the healthcare sector or hospital environments (or similar).</li> <li>• Project management experience</li> <li>• Experience with administering and actioning BMS alarms.</li> <li>• Understanding of BWOOF schedules and administration.</li> <li>• Experience with boilers, medical gases, building controls, vacuum, passive, and active fire systems.</li> </ul>	
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Leadership Attributes	
<p><b>Human Centred Leadership</b></p> <ul style="list-style-type: none"> <li>• Empathy</li> <li>• Adaptability</li> <li>• Connection</li> </ul> <p><b>Performance Coach</b></p> <ul style="list-style-type: none"> <li>• Accountability</li> <li>• Engagement</li> <li>• Collaboration</li> </ul>	<p><b>Change Enabler</b></p> <ul style="list-style-type: none"> <li>• Execution</li> <li>• Energy</li> <li>• Contribution</li> </ul>