



### Position Description

|                                       |                                              |                          |                |
|---------------------------------------|----------------------------------------------|--------------------------|----------------|
| <b>Position title:</b>                | Supply Chain Coordinator                     | <b>Date:</b>             | September 2025 |
| <b>Reports to:</b>                    | Supply Chain Manager                         | <b>Department:</b>       | Supply Chain   |
| <b>Number of reports:</b>             | Direct: Nil<br>Total (include indirect): Nil | <b>Location:</b>         | Brightside     |
| <b>Delegated financial authority:</b> | \$50,000.00 for Purchases on Catalogue       | <b>Budget ownership:</b> | No             |
| <b>Level of influence:</b>            | 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.<br><b>To help people live their best lives by reimagining healthcare.</b> | Our purpose is why we exist.<br><b>To advance the provision of quality healthcare in Aotearoa New Zealand.</b> |

## 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

The purpose of this role is to complete tasks required that support the onsite Supply Chain Management processes within the hospital. The role is responsible for activities including; the inbound process for product ordered, the storage, movement & management of inventory held. Performance measures will be in place to measure success and create a continuous improvement focus.

## Key Relationships

### Internal

- Hospital General Manager
- Supply Chain Manager
- Wider Hospital Team
- National Office Procurement Team

### External

- Suppliers

## Key Accountabilities

- **Supply Chain & Inventory Management**
- Responsible for the accurate completion of tasks relating to processes within the following areas;
- Inwards Goods & Receiving
- Onsite Storage
- Master Data Management
- Inventory Management & Replenishment
- Ensure the accurate and timely receipt of items arriving at the hospital
- Verify master data accuracy for all items – at receipt and in the event of a scanning error
- Make changes to master data in an accurate and timely manner
- Ensure the storage of inventory uses a 'first in first out' methodology to minimise obsolescence
- Ensure inventory is safely stored in the correct location
- Complete stock counts of items as directed by the Supply Chain Manager
- Assist with the investigation into discrepancies identified during the stock counting process
- Notify the Supply Chain Manager of any potential stock out / over stock situations
- Develop & maintain a high standard of product knowledge

- Assist other hospital staff with enquiries relating to inventory
- Identify & record opportunities for continuous improvement to reduce cost and / or deliver operational efficiency within the hospital inventory environment

#### **General**

- Ensure performance of tasks supports achievement of KPI's on a monthly basis
- Ensure housekeeping standards are maintained, keeping storage areas tidy and clean
- Adhere to Standard Operating Procedures (SOP's) ensuring specific requirements are met when completing a task
- Develop an understanding of the Technology One application in relation to inventory functions, support other users as required
- As requested, undertake duties, projects and / or activities as required by the Supply Chain Manager

#### **Team Membership**

- Support other team members with tasks and knowledge transfer
- Speak up when something is not right & take proactive action to fix issues
- Build collaborative relationships with other hospital team members to ensure delivery of overall business goals

#### **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:**

- Minimum 2 years' experience in an inventory focused role
- Experience using ERP systems to complete inventory management tasks

#### **Education and qualifications required:**

- Experience in a supply chain, inventory management or warehousing role

#### **Education and qualifications desirable:**

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| <ul style="list-style-type: none"> <li>• Experience using Microsoft Excel</li> <li>• Demonstrated experience of building strong relationships in a fast paced environment</li> </ul> <p><b>Experience and skills desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience in the healthcare industry</li> </ul> | <ul style="list-style-type: none"> <li>• Recognised qualification in supply chain, inventory management or related subjects</li> <li>• APICS Certification</li> </ul> |
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| Leadership Attributes                                                                                                                                                                                                                                                                              |                                                                                                                                      |
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| <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> |