



## Position Description

<b>Position title:</b>	Contractor Management – Business Partner	<b>Date:</b>	July 2024
<b>Reports to:</b>	Head of Health, Safety & Wellbeing	<b>Department:</b>	Health, Safety and Wellbeing
<b>Number of reports:</b>	Direct: 0 Total (include indirect): 0	<b>Location:</b>	National Support Office
<b>Delegated financial authority:</b>	NA	<b>Budget ownership:</b>	No
<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

The purpose of this role is to provide operational leadership, expert advice, and hands on support to ensure our health and safety programme is high functioning and supports a culture that demonstrates participation, leadership and accountability by all people who come to work at, receive treatment in or visit Southern Cross facilities.

This is an operational role with key national responsibilities in governance, planning and review, risk management, mentoring and training, and culture. It will support the implementation of the national strategy and drive certain national initiatives as required.

This role is an integral member of the Health, Safety and Wellbeing team and as such is required to work with other managers and employees within the business in an integrated, co-ordinated, and efficient manner.

## Key Relationships

### Internal

- National Property and Development Team
- General Managers
- Facilities Managers
- National Digital Services Team
- National Quality and Risk Team
- Departmental Managers / Team Leaders
- Health and Safety Leads and Coordinators
- Health and Safety Facilitators
- Wholly owned subsidiary CEO's
- Colleagues (Workers)

### External

- Health and Safety Specialist Consultant and Advisors
- Joint Venture Partners
- Contractors / Suppliers

## Key Accountabilities

### Overlapping Duties

- Identify and map the PCBU touchpoints to inform roles, responsibilities and requirements to ensure these are being met
- Oversee the overlapping duties process for contractors, tenancy, leases and joint ventures
- Monitor, support and review the contractor and supplier lifecycle to ensure compliance requirements are being met across the network (Prequals, Inductions, Approved Contractor List, Permits to work, Review Process, Audits, Contracts)
- Implement, monitor and enhance digital systems to support the overlapping duties requirements

### Property and Facilities

- Develop and maintain the critical property and facility processes and monitor the effectiveness
- Oversee and monitor property and facilities risks (hazard reporting, risk assessments, risk registers, review of control measures and monitoring assurances for continual improvement)
- Support the implementation of safety action plans
- Maintain the health and safety aspects and safe use of mechanical and plant
- Oversee the space and storage life cycle to ensure safe practices
- Document and support traffic management plans
- Support fire and emergency management

### Capital Works and Safety in Design

- Oversee the overlapping duties process for major capital works
- Contributing H&S subject matter expertise in the Master Planning process
- Monitor, support and review property development lifecycle to ensure health and safety requirements are being met (Review plans for refurbishments and main builds, monitor progress, complete post project reviews to include learnings)
- Participate in and support the RFP process with health and safety requirements
- Conduct product, equipment and system validations (assessments)
- Be the health and safety contributor to Hospital Technology Strategy and Assessment Framework

### General

- Provide guidance and advice to encourage health and safety best practice
- Work with hospital General Managers to ensure due diligence responsibilities are being undertaken
- Prepare reports to support national reporting
- Escalate key health and safety matters to the hospital General Manager, Chief Operating Officer (COO) and/or Head Health Safety and Wellbeing as appropriate
- Actively mentor and support Contract Managers and Health and Safety Leads/Coordinators to enable them to fulfil their roles
- Attend and actively participate in key health and safety meetings as required eg. Health and Safety Team Talks, Hospital Health and Safety Committee, NSO and National Health and Safety Committee
- Participate with the implementation of the national health, safety and wellbeing programme and strategy
- Lead the implementation of portfolio improvement projects and initiatives
- Participate in Health and Safety audit processes and implement outcomes to support continual improvement
- Consistently apply risk management processes to portfolio areas
- Monitor critical risks relating to the portfolio to ensure they are being actively managed and assurance measures are being met
- Review, monitor and update portfolio risks on the risk registers as required

- Lead, coach and support the management of major/serious adverse health and safety events in portfolio areas (including near misses) to implement improvement actions and drive best practice
- Share proactive and reactive learnings across the network
- Develop and deliver training material (as required) to support improved capability in portfolio areas

### **Health and Safety Culture**

- Improve awareness of health and safety and encourage a high level of worker engagement and participation
- Actively promote safe behaviours and a positive safety culture
- Share regional learnings and success stories across the network, focusing on Safety II and all types of outcomes

### **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 experience in a similar role
- Demonstrates an understanding of the HSWA 2015 and other associated regulations, codes of practice, standards, and guidelines
- Establishes and maintains strong trusting relationships with people from across business areas, functions and the

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

- Tertiary qualification in Health and Safety
- Membership with NZISM
- ICAM or Learning Teams trained facilitator

<p>organisation through consistent actions values and communication</p> <ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Leads by example in all interactions</li> <li>• Excellent time management skills and organisational skills</li> <li>• Facilitates open and honest communication between parties</li> </ul> <p><b>Experience and skills desirable:</b></p> <ul style="list-style-type: none"> <li>• Previous healthcare experience</li> <li>• 5 years of experience in a similar role</li> </ul>	
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<b>Leadership Attributes</b>	
<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>