



Position Description

Position title:	Sterile Services Manager	Date:	June 2025
Reports to:	Theatre Services Manager	Department:	Sterile Services
Number of reports:	Direct: 8-10 Total (include indirect): 16-20	Location:	Christchurch
Delegated financial authority:	N/A	Budget ownership:	No
Level of influence:	Leading others		

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

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

To provide, as part of the senior theatre team, a high standard of sterilising service, providing direction and support to the SSD Team Leader and Sterile Services Team. Ensuring the reprocessing of contaminated reusable medical devices, accessories and other related equipment, used within our operating theatres, are processed as per manufactures instruction for use and in line with national and local documents e.g. inspection, testing, assembly, packing and sterilisation. The Sterile Services Manager also supports and educates the Sterile Services Team and works closely with the Theatre Services Manager to achieve the hospital's strategic goals.

Key Relationships

Internal

- Theatre Services Manager
- SSD Team Leader
- SSD Team Members
- Perioperative Clinical Staff
- Medical Specialists
- OR/Hospital Support Staff
- Loans coordinator

External

- External Customers
- Loan equipment Suppliers

Key Accountabilities

Clinical Practice

- Ensures the Sterile Services team are meeting acceptable standards by demonstrating an understanding of compliance with hospital policies and procedures, and recognised standards, guidelines and accepted practices.
- Demonstrates advanced knowledge and skill and provides coaching, teaching and mentoring to colleagues.
- Staff rostering – ensuring appropriate staffing levels and safe workloads on all shifts
- In collaboration with Facilities staff, establishes annual preventative maintenance program
- Facilitate team meetings with agenda and minutes
- Supports staff to complete and maintain professional portfolios (PDRP)
- Member of Hospital Infection control committee
- In collaboration with Educator ensure annual education and training

Business & Professional Practice

- Leads the Sterile Services team and encourages and promotes good morale and relationships between colleagues
- Contributes to own hospitals business plan.
- Is involved in recruitment processes for Sterile Services.
- Manage new staff with department/Hospital Specific Orientation Program
- Undertake staff performance reviews in conjunction with the SSD team leader.
- Maintain high skill level sterilisation techniques, aseptic techniques and infection control
- Adheres to quality assurance policies/procedures for Sterile Supplies and instruments
- Current PDRP
- Registered membership with New Zealand Sterile Science Association (NZSSA)

Relationship Management

- Is active and pursues the enhancement of relationships with internal/external customers
- Is a role model and presents a professional image at all times
- Responds positively to feedback
- Is a role model for accomplished communication skills

Quality & Risk Management

- Complies with audit requirements
- In collaboration with Quality Facilitator create and coordinate annual auditing plan
- Contributes to information systems, processes and documents that support effective service delivery
- Ensures compliance to AS/NZS 4187: 2014 Reprocessing of reusable medical devices in health service organisation
- Ensures compliance with Southern Cross Hospitals Infection control standards
- Meets requirements for documentation and best practice sterilising quality standards
- Competent in reading and interpreting washer and steriliser validation reports
- Competent in carrying out annual validation
- Seeks Implement ways to improve service delivery

Professional Development

- Ensures the development of Sterile Services Technicians knowledge and skill by taking responsibility for their own learning needs, promoting reflective practice, identifying development objectives, and leading and participating in educational opportunities
- Demonstrates accomplished skills in supervision, coaching and teaching of Sterile Services Technicians
- Actively participates in the maintenance of own personal and professional development
- Prepares and participates in own performance appraisal

- Ensures annual performance reviews are undertaken for the Sterile Services team in conjunction with the SSD team leader.

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 5 years proven experience working in a Sterilising Department with evidence based competency
- NZ Certificate in Sterilising technology level 3/4
- Minimum 2 years' experience at a senior level, including supervision of staff.
- Quality assurance/control knowledge
- Competent computer skills specifically in MS Windows
- Current PDRP

Experience and skills :desirable-

- NZ diploma in Sterilising technology level 5 (must complete within 12 months of employment)

Education and qualifications required:

- Skilled in all function areas of Sterile Supply Services
- Knowledge of mechanical operation of various types of sterilising equipment
- Loan coordinator experience

Leadership Attributes	
Human Centred Leadership <ul style="list-style-type: none">• Empathy• Adaptability• Connection Performance Coach <ul style="list-style-type: none">• Accountability• Engagement• Collaboration	Change Enabler <ul style="list-style-type: none">• Execution• Energy• Contribution