



## Position Description

<b>Position title:</b>	Cleaner	<b>Date:</b>	November 2023
<b>Reports to:</b>		<b>Department:</b>	
<b>Number of reports:</b>	Direct:0 Total (include indirect):0	<b>Location:</b>	
<b>Delegated financial authority:</b>	NA	<b>Budget ownership:</b>	Yes/No
<b>Level of influence:</b>	<b>Leading self</b> Leading others Leading leaders Leading the Organisation		

### 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.

<b>Vision</b>	<b>Purpose</b>
Our vision is for what we aspire.  <b>To help people live their best lives by reimagining healthcare.</b>	Our purpose is why we exist.  <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 position is to provide a clean and sterile clean to Clinical and non-clinical areas of the hospital. The position will work under the direction of Admin & Support Services, Ward and Theatre Managers and the Hospital Manager.

## Key Relationships

Internal	External
<ul style="list-style-type: none"><li>• Senior leadership team</li><li>• Hospital staff</li></ul>	<ul style="list-style-type: none"><li>• Patients and their families</li></ul>

## Key Accountabilities

### Attention to Detail

- Follow hospital policies and procedures to ensure a quality clean is performed in the clinic & non-clinical areas.
- Provide a quality service in the laundry

### Business Management

To contribute to the optimisation of the efficiency and economy of the hospitals' healthcare services, ensuring assets are protected, and expenditure is properly managed in order to preserve long term revenue and financial viability

- Costs and expenditure are constrained within budget and allocated resources.
- Stock and supplies are efficiently managed. Regular stocktake undertaken to meet hospital requirements
- Inventory is maintained in line with hospital asset management policies.

### Staff Relationships

Motivated and skilled staff are attracted and retained. Staff are employed and managed to meet the requirements of the business. Teamwork is encouraged throughout the Support Services Team

- Positive working relationships within the team ensure early and effective resolution of conflict. There is positive interaction between all members of the administration and hotel services team. All team members are treated with respect and courtesy.
- Attendance at training and development sessions is required
- Attendance at Support Staff team meetings is required

- Effective rostering ensures a roster that takes into account, as far as possible the preferences of the individual but must be responsive to the needs of the business.
- Positive working relationship with all members of the Support team, Hotel Services, Ward, Theatre and General Managers.

### **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 whakaruruahu (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**

<b>Experience and skills required:</b> <ul style="list-style-type: none"> <li>• None specified</li> </ul>	<b>Education and qualifications required:</b> <ul style="list-style-type: none"> <li>• None specified</li> </ul>
<b>Experience and skills desirable:</b> <ul style="list-style-type: none"> <li>• Experience in a similar role</li> </ul>	

### **Leadership Attributes**

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