



Position Description

Position title:	Associate Theatre Manager	Date:	November 2025
Reports to:	Theatre Manager	Department:	Theatre
Number of indirect reports:	Direct: 9	Location:	North Harbour
Delegated financial authority:	TBC	Budget ownership:	Yes/No
Level of influence:	Leading self 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 and at our national support office, 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

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

This position is responsible for the provision of clinical expertise and leadership for the registered nurses working within the perioperative department. This role will manage the day-to-day requirements of the service delivery ensuring that delivery contributes to a better patient experience and health outcomes and is in line with organisational requirements. The Associate Theatre Manager will ensure communication with the team is in line with the vision and values of Southern Cross Healthcare.

Key Relationships

Internal

- Hospital General Manager
- Clinical Operations Manager
- Theatre Services Manager
- Associate Theatre Manager
- Clinical Nurse Leads
- Senior Leadership team
- Theatre and Implant Coordinator
- All other clinical staff

External

- Other Southern Cross Hospital staff and JVs
- Medical Specialists
- Contractors
- Patients and families

Key Accountabilities

Clinical & Professional Leadership

- Teaches and coaches in the clinical setting both formally and informally
- Leads and participates in positive team culture
- Keeps clinical knowledge current through planned clinical practice opportunities
- Identifies improvement opportunities by involving staff and using relevant information
- Maintains current knowledge of relevant issues, trends, and practices
- Maintains and/or extends knowledge and skill base required for effective performance
- Acts as a nursing resource and provides expert advice to nursing staff and other healthcare professionals
- Leads professional conduct by role modelling practice in accordance with legal, ethical, culturally safe and professional standards
- Is responsible for the on-going professional development and performance appraisals of a designated group of staff including registered nurses to ensure they meet the mandatory

competences required of the health practitioners' competency assurance act 2003 and the PDRP of Southern Cross Healthcare

- Engages in educational opportunities/conferences relevant to the role and scope of practice
- Contributes to the delivery of quality, cost effective patient care through an appropriate level of patient assessment, effective workload management, teamwork, and flexible rostering that is responsive to the changing needs of the business and patient care requirements.
- Is proactive in ensuring the principles of the Treaty of Waitangi are applied to practice.
- Leads others in an awareness of the needs of other cultures and ethnicities and oversees its application to practice.
- Maintains competence and knowledge in CPR, Infection Control, Fire Safety and Evacuation, Health and Safety at Work.

Management of Nursing Care

- Manages, co-ordinates and evaluates patient care to ensure it is timely, and appropriate
- Leads the implementation of nursing practice and models of care appropriate to patient needs
- Provide formal and informal education/clinical teaching to patients and family
- Acknowledge Rangatiratanga and work in partnership to enable shared decision making with Māori
- Provide effective and efficient resource management
- Capture and accurately record daily KPI's and unit specific monthly data, including THWPP and works to unit MOC
- Provide clinical and professional leadership to the multi-disciplinary team, developing services, and monitoring standards of care
- Establishing and role modelling standards of practice/protocols/policies and clear expectations of staff
- Provide accurate information on team requirements to enable accurate forecasting on resource/bed requirements
- Management of unpredictable/emergency situations efficiently and effectively
- On-going consultation to ensure effective patient and staff management across services
- Co-ordinate the day-to-day activities within the theatres, managing workload and taking into account changing priorities in the unit, and patient load
- Ensures staff rosters and costs are managed in a fair and efficient way, in collaboration with Floor Co-ordinator and Theatre Manager
- Supports the development of nursing staff in all areas of nursing assessment, clinical examination, and planning, implementing and evaluating care
- Facilitates and participates in critical incident debriefing
- Provide professional and clinical supervision to the team, ensuring that the team have sufficient resources to deliver quality patient care
- Co-ordinate Emergency Preparedness and Response unit based contingency plan
- Maintains competence and knowledge in CPR, Infection Control, Fire Safety and Evacuation, Health and Safety at Work.

Professional Development and Clinical Competency

- Role models culturally safe nursing
- Maintains a Professional portfolio and Annual Practicing Certificate (APC)

Team Leadership

- Co-ordinate performance plans, identifying and developing training and education plans of nursing staff and facilitating consultation with the Clinical Nurse Educators and other senior nursing staff
- Demonstrates skilled mentoring/coaching and supervision of nursing staff and other health

professionals

- Identifies and encourages post-graduate education opportunities for staff where applicable
- Proactively participates in own performance development and review
- Manages team dynamics to ensure a cohesive, strong nursing team within the team
- Disseminates accurate, up to date information appropriately and effectively
- Conflict resolution within the team

- Supports and contributes to nursing strategies to facilitate the recruitment, retention and succession planning for nurses
- Identifies and manages clinical competency issues in conjunction with the Theatre Manager
- Utilises best practice and adult learning principles to ensure integration and effectiveness of learning in clinical practice
- Provide directive advice and support to staff within the unit advising them of relevant support services available
- Promotes effective teamwork and collaborative relationships within the multi-disciplinary team and across health care settings to achieve best health outcomes

Clinical Safety

- To champion an effective risk management programme within the service in accordance with the Southern Cross Healthcare risk management policy
- To champion an effective continuous quality improvement programme within the service in accordance with the organisation's quality framework
- Provides feedback to staff health and safety representatives regarding performance with hazard management
- Manage patient care processes and identify opportunities for improvement
- Ensuring all staff participate in quality improvement activities and use appropriate quality tools and techniques
- Assist in resolving customer complaints in a timely and effective manner, in accordance with the Complaint's Policy
- Actively promote retention initiatives to reduce turnover
- Creating a work environment which supports staff to report incidents, and to notify and minimise risks
- Review and responds to SafeHub reporting
- Initiates and leads change informed by audit results
- Monitors trends and takes action in response to risk management and incident reporting

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:

- Leadership experience and ability in operational management within a perioperative environment
- New Zealand Registered nurse or Anaesthetic technician with relevant clinical experience and training in scrub/circulating and/or PACU roles
- A current Annual Practicing Certificate with the relevant New Zealand regulatory authority

Education and qualifications desirable:

- Nursing Diploma or bachelor's degree, Perioperative Sciences, Anaesthesia Technology or equivalent
- PDRP Level 4 (Expert)

Education and qualifications desirable:

- Post-graduate qualification in Nursing, Healthcare, leadership or business.

Leadership Attributes

Human Centred Leadership

- Empathy
- Adaptability
- Connection

Performance Coach

- Accountability
- Engagement
- Collaboration

Change Enabler

- Execution
- Energy
- Contribution