



Position Description

Position title:	Theatre Coordinator	Date:	July 2025
Reports to:	Associate Theatre Manager	Department:	Theatre
Number of reports:	Direct: Total (include indirect):	Location:	Invercargill
Delegated financial authority:	NA	Budget ownership:	No
Level of influence:	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

Our vision is for what we aspire.

To help people live their best lives by reimagining healthcare.

Purpose

Our purpose is why we exist.

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

The purpose of this role is to assist the Theatre Services Manager and Associate Theatre Manager to achieve the Hospital goals by coordinating effective elective and in house acute service delivery in the operating department. This role will also actively assist the Theatre Services Manager and Associate Theatre Manager to ensure the theatre services are customer and patient focused, fiscally responsive, renowned for service excellence and quality risk management.

Key Relationships

Internal

- Hospital General Manager
- Theatre Services Manager
- Associate Theatre Manager
- Theatre Services Team
- Ward Team Leader
- Quality and Development Manager
- Theatre Receptionist
- Other clinical staff

External

- Patients and their family/Whanau
- Medical Specialists
- Company Representatives

Key Accountabilities

Clinical Leadership

- Maintains and demonstrates clinical competency and mandatory requirements. This includes CPR, Infection Control, Fire and Evacuation, Health and Safety, Medication and IV Management
- Assists the Theatre Services Manager and Associate Theatre Manager with the management of emergencies and complex situations
- Co-ordinates the operating theatre schedules to meet service needs
- Provide leadership and clear direction for the operating theatre teams
- Proactive with skill development in conjunction with the Clinical Nurse Educator and specialty team leaders
- Initiates, encourages, and contributes towards an operating room culture that embraces and responds positively to change and the ongoing challenges in a dynamic environment
- Challenges current practices and behaviours to promote and deliver service excellence
- Promotes an operating room team that is proactive, collaborative, and collegial

- Undertakes differing roles within the team to achieve desired outcomes and ensures seamless service delivery needs as directed by the Theatre Services Manager
- Assists the Theatre Services Manager and Associate Theatre Manager in facilitating team meetings as along with Clinical Nurse Educator and team leaders
- Ensure staff practice within their designated scope of practice

Business Acumen

- Actively supports the Theatre Services Manager and Associate Theatre Manager to implement efficient patient booking systems in collaboration with the Specialist Centre, Admissions & Short Stay Coordinator (including Pre-assessment) and Theatre Team Leaders
- Manages all elective schedules, acute theatre bookings and ensure official list is released in conjunction with Theatre Receptionist
- Collaborates with Team Leaders weekly to ensure instrumentation and specialist equipment needs are adequately planned and allocated so as to avoid clashes and or delays to lists
- Actively promotes efficient commencement of lists to avoid overrunning of lists along with the Team Leaders
- Participates in Theatre Service budget planning and implementation processes within the wider Hospitals Business plans.
- Contributes to efficiency and economy of the theatre processes, ensuring assets are protected, costs are managed and visiting medical specialists' needs are met in conjunction with the Theatre Services Manager and Associate Theatre Manager
- Manages weekly and on-call rostering cognisant of surgery complexity, volumes, skill mix requirements, leave entitlements/requests and anticipated length of lists
- In collaboration with the Theatre Services Manager and Associate Theatre Manager, manage costs and expenditure in relation to staffing
- Ensure stock and supplies are efficiently managed and charged
- Assist the Theatre Services Manager and Associate Theatre Manager to develop implementation plans to operationalize new business activities in the theatre department as required
- Accept delegated responsibility for theatre leadership when the manager is unavailable and or on leave

Relationship Management

- Maintains professional and effective relationships with all visiting medical specialists
- Provides a high standard of service and support to key stakeholders including patients and their families, internal and external customers
- Uses appropriate communication techniques to accurately determine the needs of the customer
- Actively seeks feedback to better understand needs and responds positively and proactively
- Is an active role model for others demonstrating organizational and departmental values
- Leads the process of mediation to resolve complex conflict situations
- Supports a positive and proactive learning environment which promotes best practice
- Along with CNE coordinates resources and rostering to ensure all staff receives an appropriate orientation which includes monitoring of sign off and evaluation of effectiveness of the programme completed
- Assists Theatre Services Manager and Associate Theatre Manager with annual performance reviews and recruitment as required

Safety Quality & Risk Management

- Promotes the provision of safe patient care, ensures quality service delivery and compliance with the Southern Cross Hospitals policies, guidelines, and clinical standards of practice
- Monitors trends and takes action in response to risk management and the incident reporting as part of the Safety, Quality and Risk management System (SQRM)

- Embraces and contributes to new approaches dealing with work problems or opportunities
- Generates and leads quality initiatives using an appropriate model
- Works proactively towards ensuring attainment of Health & Disciplinary Sector Services Standards
- Assist Theatre Services Manager and Associate Theatre Manager to ensure all aspects of legal compliance are adhered to

Professional Development

- Actively plans and participates in the maintenance of own professional development
- Demonstrates accomplished skills in supervision, coaching and teaching
- Assists the Clinical Nurse Educator through planning and rostering that both enables and encourages access to professional development activities
- In conjunction with the Clinical Nurse Educator guides preceptors with the support of students and new staff to the department

Other

- Assists with other activities of a clinical or business nature, including performing delegated tasks, being a team member in work activities and/or project management and action plans as and when required

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:

- Operating Theatre experience >5 years
- Previous leadership/management experience

Education and qualifications required:

- Registered Nurse with a current New Zealand Nursing Council Annual Practising Certificate or other relevant

<ul style="list-style-type: none"> • Demonstrated ability to co-ordinate surgical booking processes and manage teams/staff • Computer literacy 	Registered Health Professional with a current competency-based Practising Certificate <ul style="list-style-type: none"> • Post graduate diploma or evidence of ongoing education relative to practice/position
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Leadership Attributes	
<p>Human Centred Leadership</p> <ul style="list-style-type: none"> • Empathy • Adaptability • Connection <p>Performance Coach</p> <ul style="list-style-type: none"> • Accountability • Engagement • Collaboration 	<p>Change Enabler</p> <ul style="list-style-type: none"> • Execution • Energy • Contribution