

## Position Description

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<b>Position</b>	Fitter – Wellington District
<b>Team / Service</b>	Technical Services
<b>Group</b>	Finance, Facilities and Business
<b>District</b>	Capital, Coast & Hutt Valley
<b>Responsible to</b>	Mechanical Systems Manager
<b>Location</b>	The position is based at Hutt Hospital and is expected to work across Wellington, Kenepuru and Hutt Campuses to support the wider mechanical teams across the district

## Te Whatu Ora

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The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

## Context

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Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Te Wao Nui, the Child Health Service for the Wellington Region and Central New Zealand based in the new purpose built children's hospital on the Wellington Regional Hospital campus, supports babies to adolescents with medical conditions or who may need paediatric surgery. It provides both hospital and outpatient services.

Women's Health Services provide tertiary level maternity care in Wellington and Hutt Regional Hospitals and a Primary Birthing Unit in Kenepuru. The provision of services from Women's Health encompass community-based primary LMC care and breastfeeding support, and tertiary level obstetrics, gynaecology, and other specialist services.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

## Te Tiriti o Waitangi and Māori Health Outcomes

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Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

<b>Mana whakahaere</b>	Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.
<b>Mana motuhake</b>	Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.
<b>Mana tāngata</b>	Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.
<b>Mana Māori</b>	Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

## The Vision, Mission and Values from our District

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We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

### Hutt Valley

#### Vision

Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

#### Mission

Working together for health and wellbeing.

#### Ō mātou uara – Values

Mahi Pai 'Can do'

Mahi Tahi in Partnership

Mahi Tahi Te Atawhai Tōnu Always caring

Mahi Rangatira being our Best

### Capital and Coast

#### Vision

Keeping our community healthy and well

#### Mission

Together, Improve the Health and Independence of the People of the District

#### Value

Manaakitanga – Respect, caring, kindness

Kotahitanga – Connection, unity, equity

Rangatiratanga – Autonomy, integrity, excellence

## District Responsibility

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The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

## Team Perspective

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The Property & Facilities team is part of the Property and Facilities team which is responsible for all facets of building infrastructure and its supporting systems. We oversee plant and equipment including reactive and planned maintenance activities through to investment into new builds and large complex upgrade works.

## Purpose of the role

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With a background in mechanical, HVAC, Refrigeration or Fitting, our Fitters ensure that our mechanical plant is operational 24/7 providing the day to day reactive maintenance and Preventive Planned Maintenance for all our mechanical plant. This includes (but not limited to) items such as HVAC systems, FCU's, AHU's, Steam Boilers, Sanitisers, med gas and BMS controls.

This role will provide feedback on the condition of the Mechanical equipment and systems and assist the Asset Management team with queries and information on asset condition.

Additionally this role has an "on call" component which actively takes part in the afterhours on call trades team that supports the district. Hours of work are between 7am to 5pm, 40 hours per week with an overtime and callout compensation applied.

## Key Accountabilities

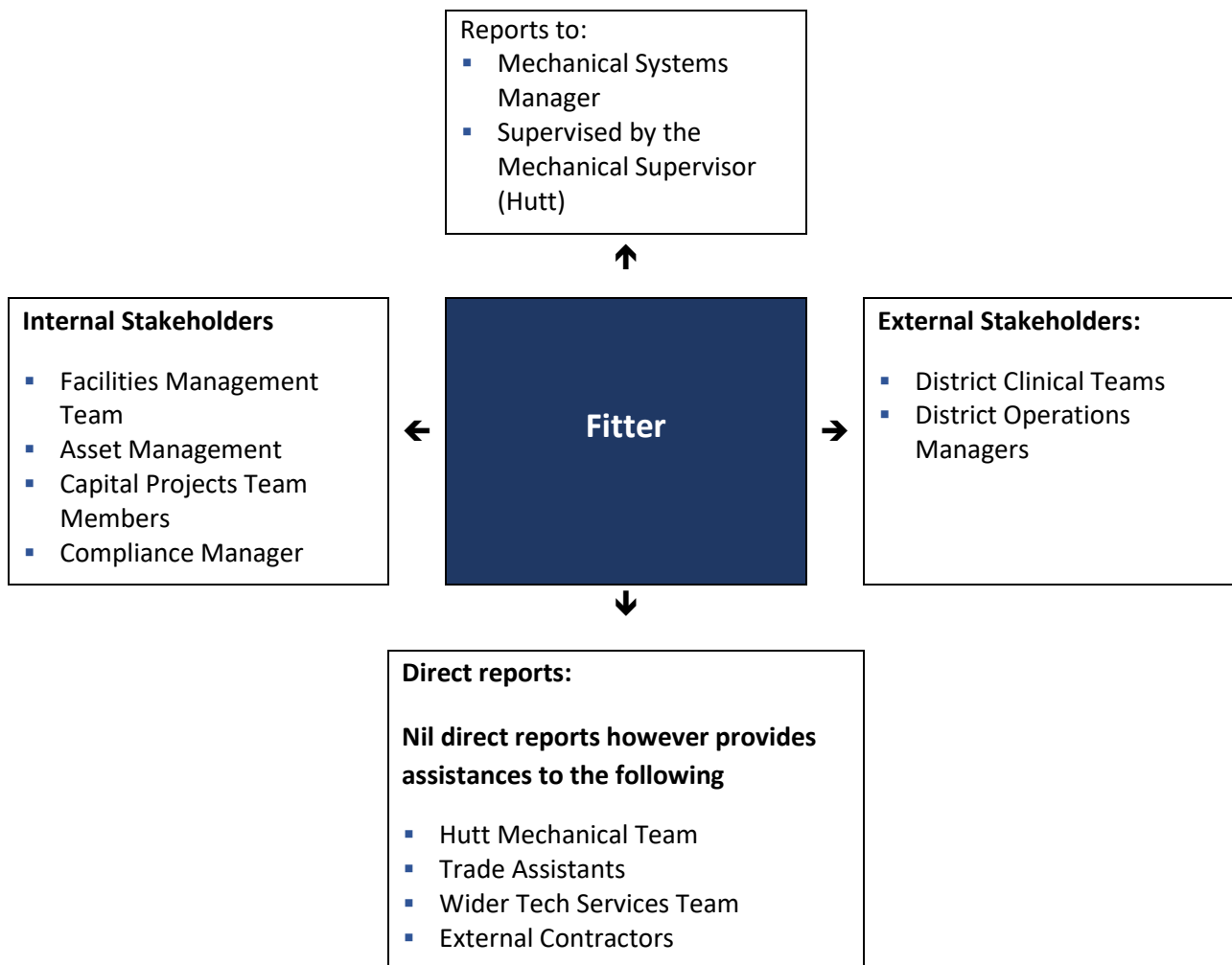
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The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables / Outcomes
1. Technical outcomes / accountabilities	<ul style="list-style-type: none"><li>▪ To provide maintenance expertise in the mechanical field to ensure the Te Whatu Ora sites and facilities are operating at optimal level by implementing the reactive and planned work programmes.</li><li>▪ To be part of the team that make sure that our mechanical systems are fit for purpose and well maintained at Hutt hospital and contributing to the wider success across the district.</li><li>▪ Works with our Mechanical Systems Manager and supervisors providing feedback into our preventative maintenance regimes, both auditing work and suggesting changes were applicable.</li><li>▪ Maintain records, document actions and present written progress reports when requested</li><li>▪ Monitor and review information from materials in situ, events etc. to detect or assess problems and derive solutions.</li></ul>

Key accountabilities	Deliverables / Outcomes
	<ul style="list-style-type: none"> <li>Perform routine maintenance on equipment and determine when and what kind of maintenance is required</li> <li>Ensure compliance items are maintained in a timely manner</li> <li>Be fit and able to undertake the required work.</li> <li>Undertake call out on a roster basis</li> </ul>
2. Leadership	<ul style="list-style-type: none"> <li>Identifies areas of upskilling and licence requirements</li> <li>Can orchestrate multiple activities at once to accomplish a goal</li> <li>Uses resources effectively and efficiently</li> <li>Arranges information and files in a useful manner</li> </ul>
3.Stakeholder engagement	<ul style="list-style-type: none"> <li>Provide feedback on the condition on equipment &amp; systems for asset management purposes</li> <li>Works with the Hutt Supervisor to ensure consistency of service and delivery</li> <li>Communicated effectively with the peers providing input in to the maintenance of systems required for the safe, comfortable and environmentally friendly operation of the DHB buildings</li> </ul>
4. Continuous improvement and innovation	<ul style="list-style-type: none"> <li>Establish a culture of continuous improvement, ensuring linked and cohesive 2DHB view of the support services function that identifies opportunities and co-designs innovative solutions to meet the changing needs, from local customers through to district services or whole sector.</li> <li>Participates in changes/improvements needed, and works with the Mechanical Systems Manager to review the mechanical systems to ensure reliability</li> </ul>
5. Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to</li> <li>Equity outcomes are front and centre in goals, performance monitoring and plans for service and team performance</li> <li>Cultural competence is grown across the team, supporting inclusion and partnership.</li> </ul>
6. Health & Safety	<ul style="list-style-type: none"> <li>Ensure all Health &amp; Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature</li> <li>Actively support and ensure compliance with Health &amp; Safety policy and procedures; ensuring staff also support and comply.</li> <li>Maintain a proactive culture of Health &amp; Safety supported by systems.</li> <li>Ensure providers are aware of and have processes to comply with their health and safety responsibilities</li> </ul>

## Key Relationships & Authorities



## Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
<b>Interpersonal Savvy</b>	<ul style="list-style-type: none"> <li>▪ Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation</li> <li>▪ Builds appropriate rapport</li> <li>▪ Builds constructive and effective relationships</li> <li>▪ Uses diplomacy and tact</li> <li>▪ Can diffuse even high-tension situations comfortably</li> </ul>

Competency	Behaviours
<b>Organising</b>	<ul style="list-style-type: none"> <li>Can marshal resources (people, funding, material, support) to get things done</li> <li>Can orchestrate multiple activities at once to accomplish a goal</li> <li>Uses resources effectively and efficiently</li> <li>Arranges information and files in a useful manner</li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>Accurately scopes out length and difficulty of tasks and projects</li> <li>Sets objectives and goals</li> <li>Breaks down work into the process steps</li> <li>Develops schedules and task/people assignments</li> <li>Anticipates and adjusts for problems and roadblocks</li> <li>Measures performance against goals</li> <li>Evaluates results</li> </ul>
<b>Decision Quality</b>	<ul style="list-style-type: none"> <li>Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgement</li> <li>Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time</li> <li>Sought out by others for advice and solutions</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>Uses rigorous logic and methods to solve difficult problems with effective solutions</li> <li>Probes all fruitful sources for answers</li> <li>Can see hidden problems'</li> <li>Is excellent at honest analysis</li> <li>Looks beyond the obvious and doesn't stop at the first answer</li> </ul>
<b>Quality &amp; Innovation</b>	<ul style="list-style-type: none"> <li>Provides quality service to those who rely on one's work.</li> <li>Looks for ways to improve work processes - suggests new ideas and approaches.</li> <li>Explores and trials ideas and suggestions for improvement made by others.</li> <li>Shows commitment to continuous learning and performance development.</li> </ul>
<b>Negotiating</b>	<ul style="list-style-type: none"> <li>Can negotiate skilfully in tough situations with both internal and external groups;</li> <li>Can settle differences with minimum noise;</li> <li>Can win concessions without damaging relationships;</li> <li>Can be both direct and forceful as well as diplomatic;</li> <li>Gains trust quickly of other parties to the negotiations;</li> <li>Has a good sense of timing</li> </ul>

## Experience and Capability

Essential qualifications, skills and experience

### A. Knowledge, Skills & Experience:

- Strong level of expertise in the technical aspects of reactive and planned maintenance of mechanical plant, equipment and systems within a hospital or commercial/industrial environments.
- High level of understanding of maintenance requirements and repair of mechanical plant, equipment and systems used in a commercial environment.

- Experience and knowledge of other Acts and regulations that apply to the Health sector would be an advantage.
- Proven ability to record data accurately and in a timely manner using computerised systems.
- Ability to read and interpret correctly technical drawings and advise of any alterations or new documents required.
- High level of presentation, communication and influencing skills
- Prepared to work over time, be on-call and work across the district
- Ability to work collegially, positively and constructively with clinical managers and service managers at all levels
- Strong IT skills, i.e. MS Office suite and use of financial systems

**B. Essential Professional Qualifications / Accreditations / Registrations:**

- NZ Trade Certificate in Heating Ventilating and Air Conditioning or relevant engineering qualification
- Advance Trade certificates/tertiary qualification in compliance specific/related areas would be an advantage
- Have a clean NZ driver's license

**C. Someone well-suited to the role will place a high value on the following:**

- Building and developing relationships at all levels with both internal and external stakeholders
- Promoting excellence in service delivery to all of our clients
- Identifying areas for continuous improvement within our team.

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**Ma tini, ma mano, ka rapa te whai**  
**By joining together we will succeed**