

Position Description

Position	Equipment Co-ordinator
Team / Service	Central Equipment Pool (CEP)
Directorate	Support and Delivery
District	Capital, Coast & Hutt Valley
Responsible to	CEP Team Leader
Location	This position is expected to work across Capital, Coast & Hutt Valley District

Te Whatu Ora

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

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.

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

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:

Mana whakahaere Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.

Mana motuhake 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.

Mana tāngata Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.

Mana Māori 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

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 Tahī in Partnership: Mahi Tahī Te Atawhai Tonu Always caring and 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

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.

Team/Service Perspective

The Central Equipment Pool (CEP) provides a district-wide, centralised service for the loan, delivery and collection of clinical equipment. The service supports Capital, Coast & Hutt Valley Hospitals, as well as patients and community health provides across the region.

Purpose of the role

The Equipment Pool Co-ordinator ensures the effective and efficient delivery of essential clinical equipment across hospitals, community services, and patients in the district. This is a practical and varied role, combining administration, equipment cleaning and maintenance, warehouse coordination, deliveries and pickups, as well as frontline service to patients and staff.

The role requires flexibility to adapt to changing demands, strong problem-solving skills, and a commitment to continuous improvement. By maintaining high standards of safety, infection control, and customer service, the Equipment Co-ordinator supports better patient outcomes and contributes to the smooth operation of the Central Equipment Pool service.

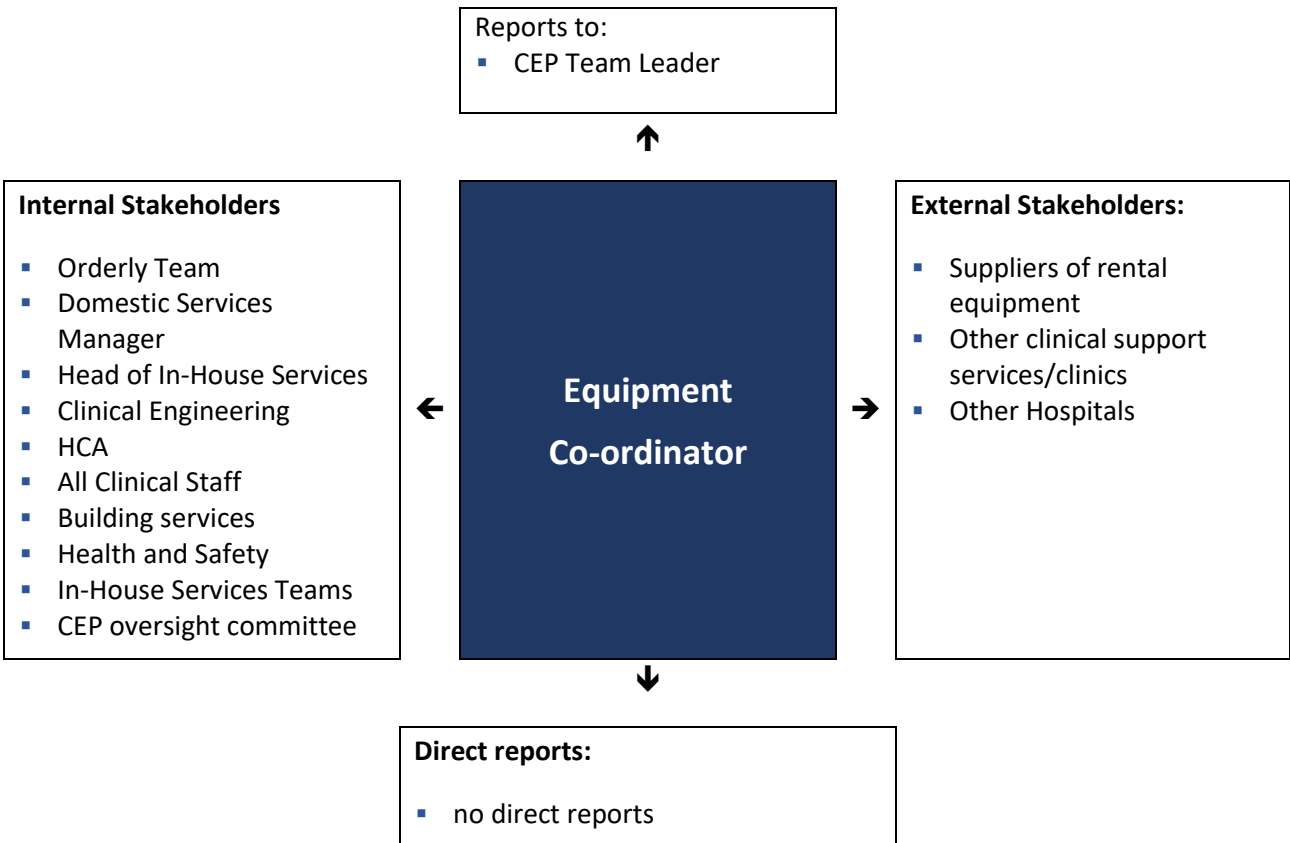
Key Accountabilities

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. Service delivery / accountabilities	<ul style="list-style-type: none"> ▪ Maintain a strict sense of professional ethics, confidentiality and privacy and abide by the Code of Conduct ▪ Respond to the changing needs of the District, performing other tasks as required ▪ Clean, maintain, and prepare equipment to meet infection control and safety standards ▪ Receiving and delivery of requests in a timely manner ▪ Manage stock within the warehouse, including storage, purchase requisitions and stocktake ▪ Organise and coordinate repairs in a timely manner to include documentation ▪ Ensure data base is kept up to date in a timely manner ▪ All administration requests are responded to within the set timeframe ▪ Support internal and external customers through responsive service and effective communication ▪ Undertake other duties as required ▪ Maintain a clean drivers licence
2. Te Tiriti o Waitangi	<ul style="list-style-type: none"> ▪ Champion equality and diversity in the workplace including Treaty of Waitangi
3. Health & Safety	<ul style="list-style-type: none"> ▪ Ensure that your health and safety practices meets the requirements of H&S at work legislation ▪ Applies the District policies and processes and contributes to a culture of safe practice.
4. Performance	<ul style="list-style-type: none"> ▪ Actively participates in performance and personnel development planning and displays a high level of motivation and customer centric focus. ▪ Displays personal accountability for own performance
Administration & Revenue	<ul style="list-style-type: none"> ▪ Maintain accurate equipment and stock records, updating the database in real time ▪ Complete all administration tasks promptly and accurately to support smooth service delivery ▪ Support revenue claim process, ensuring documentation is complete and billing is correct

Key accountabilities	Deliverables / Outcomes
Service Improvement	<ul style="list-style-type: none"> Identify opportunities to improve processes, create efficiencies, and enhance service delivery Contribute to continuous improvement initiatives within the Central Equipment Pool Support training and education on equipment use when required
Flexibility & Teamwork	<ul style="list-style-type: none"> Adapt to changing priorities and workloads across the district Work collaboratively with colleagues, clinical teams, suppliers, and support services Build strong working relationships that support safe, reliable, and customer-focused service delivery

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
Process Management	<ul style="list-style-type: none"> ▪ Good at figuring out the processes necessary to get things done ▪ Knows how to organise activities ▪ Understands how to separate and combine tasks into efficient work flow ▪ Knows what to measure and how to measure it ▪ Can see opportunities for synergy and integration where others can't ▪ Can simplify complex processes ▪ Gets more out of fewer resources
Teamwork	<ul style="list-style-type: none"> ▪ Develops and maintains positive relationships and works in partnership with other team members ▪ Is a clear communicator
Ethics and Values	<ul style="list-style-type: none"> ▪ Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times ▪ Acts in line with those values ▪ Practices what he/she preaches
Customer Focus	<ul style="list-style-type: none"> ▪ Is dedicated to meeting the expectations and requirements of internal and external customers ▪ Gets first-hand customer information and uses it for improvements in services ▪ Acts with customers in mind ▪ Establishes and maintains effective relationships with customers and gains their trust and respect
Drive for Results	<ul style="list-style-type: none"> ▪ Can be counted on to exceed goals successfully ▪ Consistently delivers high-quality outcomes and meets service goals
Work approach	<ul style="list-style-type: none"> ▪ Is results focused and committed to making a difference ▪ Plan and organise own workload, allocating time to priority issues, meeting deadlines and coping with the unexpected ▪ Adjusts work style and approach to fit in with requirements ▪ Focussed on quality improvement and customer satisfaction ▪ Perseveres with tasks and achieves objectives despite obstacles
Integrity and Trust	<ul style="list-style-type: none"> ▪ Is widely trusted ▪ Is seen as a direct, truthful individual ▪ Can present the unvarnished truth in an appropriate and helpful manner ▪ Keeps confidences ▪ Admits mistakes ▪ Does not misrepresent him/herself for personal gain
Dealing with Ambiguity	<ul style="list-style-type: none"> ▪ Can effectively cope with change ▪ Can shift gears comfortably ▪ Can decide and act without having the total picture ▪ Is not upset when things are up in the air ▪ Does not have to finish things before moving on ▪ Can comfortably handle risk and uncertainty
Interpersonal Savvy	<ul style="list-style-type: none"> ▪ Relates well to all kinds of people – up, Down, and sideways, inside and outside the organisation. ▪ Builds appropriate rapport.

Competency	Behaviours
	<ul style="list-style-type: none"> ▪ Builds constructive and effective relationships ▪ Uses diplomacy and tact ▪ Can diffuse even high-tension situations comfortably
Tech Savvy	<ul style="list-style-type: none"> ▪ Confident in using digital tools, databases, and stock management systems ▪ Able to learn and adapt to new technologies quickly ▪ Leverages technology to improve processes and service delivery

Experience and Capability

Essential qualifications, skills and experience

Knowledge, Skills & Experience:

- Proven experience in a stores, logistics, or warehousing role (healthcare knowledge an advantage but not essential).
- Strong organisational and time-management skills.
- Proven computer skills, particularly in MS Office (Word and Excel)
- Experience in administration and record-keeping.
- Excellent customer service and communication skills.
- Flexibility to multitask and adapt to changing workloads.
- Commitment to Health & Safety practices.

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

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.