

Position Description | Te whakaturanga ō mahi

Health New Zealand | Te Whatu Ora

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.

Title	Sterile Sciences Technician Qualified
Reports to	Hospital Flow Directorate
Location	This position is expected to work from Wellington and Kenepuru Hospitals
Department	Manager - Sterile Sciences Department (SSD)

Direct Reports	Nil	Total FTE	Nil
Budget Size	Nil	Capex	Nil
Delegated Authority	Nil	Finance	Nil
Date	11/09/2026		
Salary band (indicative)ⁱ	\$73,876 to \$88,887 Core Scale - Group B Allied MECA 2025		
Children's Worker roleⁱⁱ	No		

Better Health, Better Care, Every Day.

Health New Zealand | Te Whatu Ora is committed to providing high-quality healthcare for all New Zealanders. We are focused on improving access to care, delivering better health outcomes, achieving national health targets, and ensuring the long-term sustainability of our health system.

We know that great healthcare starts with great people. That's why we are committed to building a high-performing, inclusive workplace where our people are supported to grow, contribute, and make a real difference for patients, whānau, and communities across Aotearoa.

About the role

The Registered Qualified Sterile Sciences Technician is responsible for maintaining high standards of decontamination, assembly, inspection, wrapping, and sterilisation of reusable medical devices for operating theatres, Endoscopy Suite and other wards and departments in compliance with established policies and procedures. A Registered Qualified Sterile Science Technician maintains consistency and continuous workflow between Sterile Sciences Department (SSD), theatre and hospital wards and clinics while delivering quality customer care.

Key Result Area	Expected Outcomes / Performance Indicators
Sterile Processing/ Production	Expected Outcome
	To ensure consistently high standards of processing, production and customer service are maintained.
	Performance Indicators
	- Monitoring and audit systems are in place to ensure all products are cleaned, sterilised and dispatched to customer specifications, service standards and KPIs. - All instruments and trays required for procedures and operations are available, maintained in a satisfactory condition and processed in accordance with customer specifications, service standards and KPIs. - Ensures that all components of instruments, instrument sets and trays are specified, documented, photographed (including “how to” photographs and instructions), checked, and the checking processes documented according to Departmental policies and standards. - Damaged instruments are identified and promptly sent for repair. - The workload process is efficient and effective, within the required timeframe, for each product produced. - Demonstrates personal competence in all aspects of sterile production/processing.
Quality Improvement	Expected Outcome
	To ensure products are produced through a controlled quality process in accordance with AS/NZS 4187.
	Performance Indicators
	Documentation reflects an accurate record of all instrumentation activities.
	Expected Outcome
	Communicates with Manager and Coordinators to ensure quality control methods and audit processes are in place for instrument care, maintenance, setting and packing processes in accordance with Departmental policies.
	Performance Indicators
	There is evidence of regular communication with leadership team.

	Expected Outcome
	Assist with continuous quality improvement activities and initiatives within the service/s
	Performance Indicators
	- Improvement opportunities are identified and communicated. - Assistance with the introduction of an electronic Traceability System to Wellington and Kenepuru sites
Risk Minimisation	Expected Outcome
	Ensures that risk is minimised in the service/s.
	Performance Indicator
	Ensures that risk is minimised in the service/s.
	Expected Outcome
	Risks are identified and communicated.
	Performance Indicator
	Risks are identified and communicated.
	Expected Outcome
	The reportable events policy and other policies and procedures are complied with.
	Performance Indicator
	The reportable events policy and other policies and procedures are complied with.
Health & Safety	Expected Outcome
	Ensure all Health & Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature
	Performance Indicator
	Ensure all Health & Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature

	Expected Outcome
	Actively support and ensure compliance with Health & Safety policy and procedures; ensuring staff also support and comply.
	Performance Indicator
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	Expected Outcome
	Maintain a proactive culture of Health & Safety supported by systems.
	Performance Indicator
	Maintain a proactive culture of Health & Safety supported by systems.
	Expected Outcome
	Ensure providers are aware of and have processes to comply with their health and safety responsibilities
	Performance Indicator
	Ensure providers are aware of and have processes to comply with their health and safety responsibilities

Key Result Area	Expected Outcomes / Performance Indicators
Access and Outcomes	- Supports efforts to improve access to services and achieve better outcomes for the communities we serve. - Uses evidence and insights to identify barriers and opportunities for improvement. - Contributes to inclusive, responsive, and effective service delivery.
Te Tiriti o Waitangi	- Demonstrates a commitment to understanding and applying Te Tiriti o Waitangi in a practical and appropriate way. - Supports initiatives that improve outcomes for Māori and strengthen relationships with Māori partners and stakeholders. - Contributes to an inclusive workplace that values diversity and supports the attraction, development and retention of Māori employees.

Health & safety	- Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. - Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes. - Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.
Compliance and Risk	- Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. - Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. - Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.

Matters which must be referred

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.

Relationships

External	Internal
- Other hospitals - Equipment and medical supplies representative	- Sterile Sciences Department Leadership Team and Staff - Theatre Staff / Wards & Clinics - Biomedical Engineering / Technical Services - Infection Prevention and Control - Quality Unit

About you – to succeed in this role

You will have

Essential:

- Qualification in Sterile Processing (Level 4 Certificate in Sterilising Technology), demonstrating sound knowledge, skills and experience in the management of sterilisation processes and AS/NZS 4187 Standard.
- Willingness to complete Level 5 qualification.
- Member of NZSSA
- Maintains professional registration portfolio with the NZSSA.

Desired:

- Experience and knowledge in sterile processing.
- Experience and knowledge in the identification, handling and maintenance of instruments, tray setting and packaging.

- Experience in the development of quality systems and processes, process improvement and process change.
- Experience and commitment to setting quality standards and implementing continual quality improvement processes

You will be able to Essential:

- Deliver results through effective planning, sound judgement, and personal accountability.
- Build trusted relationships and works collaboratively to achieve shared goals.
- Communicate clearly and adapts their approach to different audiences and situations.
- Demonstrate curiosity, adaptability, and a commitment to continuous improvement.
- Maintain high standards of professionalism, integrity, and ethical behaviour.
- Contribute to a positive, inclusive, and safe working environment.
- Take responsibility for their own development and supports the development of others where appropriate.

Desired:

- Building and developing of strong team working relationships
- Promoting the value of the Sterile Sciences Department.
- Continuous improvement through use of Quality Management System and Professional Development
- Attention to detail

ⁱ Salary band reference is for internal benchmarking and role sizing purposes only. The salary band designation is not a term or condition of employment and may be changed by the HNZ. Changes to the salary band will not affect an employee's current salary or remuneration.

ⁱⁱ The Children's Act 2014 makes provisions for the protection of children and helping them thrive, achieve and belong. At Health New Zealand, we safety check every children's worker. The purpose of this safety check is to reduce the risk of harm to young people and is a legal requirement for those employed in work that involves contact with children and young people including face-to-face, over the phone, or email contact. It is part of our commitment to ensuring the wellbeing and safety of children and young people. Your continued employment with Health NZ is conditional on a satisfactory safety check.