

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 Department Manager		
Reports to	Operations Manager - Theatre, Anaesthesia, Perioperative and Trauma Services		
Location	This position is expected to work from Wellington and Kenepuru Hospitals		
Department	Manager - Sterile Sciences Department (SSD)		
Direct Reports	Sterile Science Technicians	Total FTE	37
Budget Size	Opex D	Capex	E
Delegated Authority	HR	Finance	
Date	11/09/2026		
Salary band (indicative)ⁱ	PSA Allied Technical Designated Position Scale 5.2.5 - Designated D		
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 team leader provides day to day leadership, operational management and planning for the team in order to deliver a sustainable, high quality service that contributes to the achievement of organisational goals. This includes:

- To oversee and lead the decontamination, sterilisation, assembly, and distribution of medical devices and surgical instruments and ensure they are managed in accordance with the AS/NZS 5369:2023 standards to meet patient safety and infection control requirements.
- To ensure the achievement of efficient use of all resources and elimination of waste, risk and unnecessary costs.

Key Result Area	Expected Outcomes / Performance Indicators
	• Delivery of effective and efficient provision of decontamination and sterile support services in accordance with the AS/NZS 5368:2023 standards.
	• Effective management of staff across two sites and 24/7 service delivery.
	• Maintains and manages instrument processing equipment and assets
	• Fosters and maintains positive working relationships with internal and external stakeholders.
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.
Clinical/Technical Practice	• Demonstrates practice that meets the clinical pillar expectations of advanced Allied Professional level roles or greater. • Takes responsibility for providing day to day clinical leadership, including providing clinical advice, support and guidance to team members. • Ensures all staff are engaged in quality assurance activities appropriate to their role.

- Ensures all staff are working within their scopes of practice as per registration board / professional association or organisational policy expectations.
- Maintain competency to practice through identification of learning needs and Continuing Professional Development (CPD) activities.

Culture and People Leadership

- Provides visible, effective leadership that aligns people, resources, and effort to organisational priorities and outcomes.
- Builds high-performing teams through coaching, development, succession planning, and a commitment to continuous learning.
- Creates an inclusive and engaging workplace where people are supported to contribute, grow, and succeed.
- Builds trusted relationships with stakeholders and works collaboratively to deliver sustainable outcomes.
- Fosters a culture of accountability, innovation, and continuous improvement, ensuring people and organisational performance support strategic objectives.
- Champions values-based leadership and promotes a positive organisational culture that supports wellbeing, performance, and service excellence.

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
• Equipment and Medical Suppliers • Other hospitals public and private • Related professional bodies	• Operation and Service Managers • Charge Nurse Managers/Team Leaders • Theatre and ward clinical staff • Clinical Leaders/Clinical Directors • Business Manager and Management Accountants • Supply Chain • Procurement • Infection Control Team • Clinical Engineering • Facilities Team • Professional Advisors • Directors of Allied Professions

About you – to succeed in this role

You will have

Essential:

- Registered with NZ Sterile Science Association (or equivalent) with an approved current professional portfolio.

- A minimum of 5 years related sterile processing experience at a leadership level.
- Certificate IV (preferable Level 5) in Sterilisation Services.
- Strong working knowledge of relevant industry standards and hospital protocols.
- Proven leadership, coaching and mentoring capability.
- Excellent communication, interpersonal and problem solving skills.
- Knowledge of, and familiarity with, other health services including the differing paradigms in which they deliver health services including a commitment to the Treaty of Waitangi (and application to health).

Desired:

- Post graduate qualification which is relevant to management of a large number of staff and/or facility and production.
- Strong computer literacy and documentation accuracy.

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:

- Has strategic agility so the service can develop and change in response to the organisations requirements.
- Cultural skills, valuing and celebrating diversity.

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.