

 <b>HAWKE'S BAY</b> District Health Board Whakawāteatia	<b>POSITION TITLE</b>	<b>Waste Minimisation Officer</b>		
	<b>DIRECTORATE</b>	Financial Services	<b>DEPARTMENT</b>	Facilities Management
	<b>REPORTING TO (operationally)</b>	Property & Service Contracts Manager	<b>REPORTING TO (professionally)</b>	N/A
<b>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</b>	<p>This role sits within the Facilities Management service in the Hawke's Bay District Health Board (HBDHB)</p> <p>To lead waste management functions and practices for HBDHB</p> <p>To develop, implement and improve waste management/minimisation systems, processes and activities including:</p> <ul style="list-style-type: none"> <li>▪ To create, implement and maintain policies, procedures, safe systems of work relating to waste and recycling</li> <li>▪ To create and maintain webpage content, guidance and education materials for staff, and other waste-related publications</li> <li>▪ To design and deliver staff training to increase compliance and drive behaviour change</li> <li>▪ To manage waste provider contracts</li> <li>▪ To manage compressed medical gases storage and hazardous substances disposal</li> <li>▪ To work collaboratively with the HBDHB, Facilities, Property and Sustainability teams</li> </ul> <p>Staff reporting - 0 Direct</p>			
<b>PURPOSE OF THE POSITION</b>	<ul style="list-style-type: none"> <li>▪ Lead waste management functions and practices for HBDHB</li> <li>▪ Management of HBDHB waste provider contracts</li> <li>▪ Develop, implement, improve and manage waste management/minimisation processes and activities on HBDHB</li> <li>▪ Create and deliver waste education programmes and training to HBDHB staff</li> <li>▪ Review and maintain HBDHBs policy, procedures, safe systems of work and other literature as related to waste management</li> <li>▪ Manage process for regular collection of hazardous substances from HBDHB site/s</li> <li>▪ Manage storage and compliance requirements for compressed medical gas cylinders on HBDHB sites</li> <li>▪ Represent HBDHB at national, regional and local levels relating to waste management/minimisation</li> <li>▪ Carry out other tasks and responsibilities as required and assigned based on the changing needs of the organisation</li> </ul>			
<b>KEY DELIVERABLES</b>	<p><b>Waste Management/Minimisation</b></p> <ul style="list-style-type: none"> <li>▪ Lead waste management functions and practices for HBDHB</li> <li>▪ Manage HBDHB waste provider contracts with national, regional or local suppliers servicing HBDHB</li> <li>▪ Identify, develop, implement, improve and manage waste management/minimisation processes and activities on HBDHB sites in accordance with NZS4304:2002 Management of Healthcare Waste</li> <li>▪ Develop, review and maintain HBDHBs policy, procedures, safe systems of work, other publications (e.g. posters) and webpage content as related to waste</li> <li>▪ Ensure policies, procedures and practice meets health and safety guidelines, and protects the health and safety of everyone involved in the waste chain including staff and contractors</li> <li>▪ Create learning tools for all staff about waste segregation requirements, and duties relating to policy, procedures and safe systems of work</li> <li>▪ Create and deliver waste education (behaviour change) programmes, campaigns and training to HBDHB staff and other stakeholders – including behaviours of reduction, reuse, recycling, composting, and preventing food waste</li> <li>▪ Provide support and advice as related to waste</li> <li>▪ In collaboration with HBDHB Sustainability Officer coordinate the HBDHB Sustainability Working Group, and promote and support the establishment of departmental "Green Teams" to support waste best practice</li> <li>▪ In collaboration with HBDHB Sustainability Officer and Procurement team reduce (where practicable) the number of single use disposable items in the HBDHB purchasing catalogue</li> <li>▪ Set waste objectives and report on progress against objectives, delivery of KPIs</li> </ul> <p><b>Hazardous Substances</b></p> <ul style="list-style-type: none"> <li>▪ Work with Health and Safety Advisor (Hazardous Substances) and services/departments to coordinate regular collection/disposal activities as related to hazardous substances</li> </ul> <p><b>Compressed Gases</b></p> <ul style="list-style-type: none"> <li>▪ Manage the safe storage of compressed medical gases including compliant and safe storage at point of use (i.e. receptacles, cylinders numbers held, appropriate signage, safety data sheets)</li> </ul>			

	<p><b>Property and Sustainability</b></p> <ul style="list-style-type: none"> <li>▪ Assist in tasks within the Property and Sustainability teams as required</li> <li>▪ Provide technical/project support across the Facilities Management service</li> <li>▪ To play a part in assisting HBDHB achieve the governments Carbon Zero 2050 target</li> </ul>		
<b>HEALTH &amp; SAFETY RESPONSIBILITIES</b>	<p><i>HBDHB is committed to maintaining and promoting the health &amp; safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</i></p> <ul style="list-style-type: none"> <li>▪ <i>Not to do anything that puts your own H&amp;S at risk</i></li> <li>▪ <i>Not to do anything that puts others H&amp;S at risk</i></li> <li>▪ <i>To follow all health and safety policies and procedures</i></li> <li>▪ <i>To follow all reasonable health and safety instructions</i></li> </ul> <p><i>(You have the right to cease work if you believe that you, or others, are at risk of serious harm).</i></p>		
<b>KEY WORKING RELATIONSHIPS</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>▪ HBDHB staff</li> <li>▪ HBDHB “Green Teams”</li> <li>▪ Health &amp; Safety, Procurement, Orderlies and Cleaning teams</li> <li>▪ Facilities Management team</li> <li>▪ Property, Contracts and Sustainability team members</li> <li>▪ Property &amp; Service Contracts Manager</li> <li>▪ Board, executive, steering groups, working groups and committees</li> <li>▪ Project stakeholders</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>▪ Health Service consumers and visitors.</li> <li>▪ Stakeholders/contractors/consultants (e.g. waste providers)</li> <li>▪ Waste or Health groups such as WasteMINZ, Sustainable Health Sector National Network (SHSNN), Global Green &amp; Healthy Hospitals (GGHH) network and local councils</li> <li>▪ Sustainability/waste leads at other district health boards</li> <li>▪ Other healthcare related organisations</li> <li>▪ Ministry of Health</li> </ul> </td> </tr> </table>	<p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>▪ HBDHB staff</li> <li>▪ HBDHB “Green Teams”</li> <li>▪ Health &amp; Safety, Procurement, Orderlies and Cleaning teams</li> <li>▪ Facilities Management team</li> <li>▪ Property, Contracts and Sustainability team members</li> <li>▪ Property &amp; Service Contracts Manager</li> <li>▪ Board, executive, steering groups, working groups and committees</li> <li>▪ Project stakeholders</li> </ul>	<p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>▪ Health Service consumers and visitors.</li> <li>▪ Stakeholders/contractors/consultants (e.g. waste providers)</li> <li>▪ Waste or Health groups such as WasteMINZ, Sustainable Health Sector National Network (SHSNN), Global Green &amp; Healthy Hospitals (GGHH) network and local councils</li> <li>▪ Sustainability/waste leads at other district health boards</li> <li>▪ Other healthcare related organisations</li> <li>▪ Ministry of Health</li> </ul>
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<b>DELEGATION AND DECISION</b>	<p><i>Often first point of contact</i></p> <p><i>Know when to escalate problems/issues/queries or delegate and/or deal with it</i></p> <p><i>Ability to delegate responsibilities to junior staff, external contractors and consultants</i></p> <p><i>Decision making accountability for waste related projects and tasks</i></p>		
<b>HOURS OF WORK</b>	<p><i>80 per fortnight</i></p> <p><i>Permanent</i></p>		
<b>EMPLOYMENT AGREEMENT &amp; SALARY</b>	<p><i>As per the Individual Employment Agreement (IEA) negotiated with the appointee.</i></p>		
<b>DATE</b>	<p>12 2020</p>		
<b>EXPENDITURE &amp; BUDGET ACCOUNTABILITY</b>	<p><i>Various sums within both operational budgets and capital plan as delegated.</i></p> <p><i>Maximum \$10,000 spend in any one transaction related to operational budget</i></p>		
<b>SCOPE &amp; COMPLEXITY</b>	<ul style="list-style-type: none"> <li>▪ <i>Works across HBDHB engaging with a wide range of people including the public, staff, executive team, HBDHB contractors, external organisations</i></li> <li>▪ <i>Able to think ‘on your feet’ to address issues that require immediate attention - difficult and/or distressed customers/staff</i></li> <li>▪ <i>Comfortable and competent in delivering education or training sessions</i></li> <li>▪ <i>Effectively managing time and prioritising workload to ensure tasks are completed within the agreed timeframes</i></li> <li>▪ <i>Ensure policies, plans and programmes implement best practice approaches</i></li> <li>▪ <i>Participate in planning, development and implementation and measuring of initiatives</i></li> </ul>		

## ESSENTIAL CRITERIA

### Qualifications

- Tertiary qualification or proven track record in environmental management, waste management, sustainability, project management, education or related subjects
- Current driver's licence

### Experience

- Two or more years' professional experience working in environmental management, waste management, sustainability, project management, education or other related discipline
- Experience working effectively and competently with people at all levels; within and external to the organisation
- Experience delivering projects to best practice standards
- Experience in managing projects, budgets, activities and tasks, workloads, prioritising work and meeting deadlines

### Business / Technical Skills

- Excellent interpersonal, communication and negotiation skills, including oral and written communication skills and ability to present ideas, information and advice in a way that is understandable to a range of audiences
- Public speaking and presentation skills for delivery of education or training sessions to internal and external groups/stakeholders
- Computer literate, proficient in Microsoft Windows, MS, Word/Excel/Power Point, and other office applications
- Self-motivated, flexible and ability to work efficiently without direct supervision, managing and organising own workloads and those of others
- Able to work independently or as part of a team, thoroughly and timely with high levels of motivation and energy
- Ability to keep records and provide appropriate reporting as required

### Key Attributes

- Team worker – works collaboratively with others
- Good listener with a positive 'can do' attitude
- Innovative – looks for and open to new approaches
- Not adverse to getting 'hands dirty' – i.e. sorting or checking waste for contamination
- Ability to coach and motivate people
- Proactive, well organised and focused on results
- Committed and self-motivated

### Effectively Engaging with Māori

- Demonstrates the ability to engage effectively with Māori staff and consumers
- Demonstrates ability to apply the Treaty of Waitangi within the Service
- Shows commitment to, and demonstrates the behaviours of the health sector

### Physical requirements for role:

No specific requirements

### Vaccination Requirements:

Hawkes Bay DHB requires ALL its employees to be vaccinated against COVID-19 and Influenza • Applicants must have had their first dose of the COVID-19 vaccine and their second dose no later than 1st January 2022 • Failure to meet this requirement will result in your application being rejected

## DESIRABLE CRITERIA

### Experience

- Awareness and understanding of waste minimisation techniques and practices
- Policy development and implementation

### Business / Technical Skills

- Knowledge, skills and experience in behaviour change
- Knowledge or ability to gain knowledge of legislation and standards relating to waste



## Our Vision and Values

*Te hauora o te Matau-ā-Māui: Healthy Hawke's Bay*

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



**HE KAUANUANU RESPECT**  
Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

**ĀKINA IMPROVEMENT**  
Continuous **improvement** in everything we do. This means that I actively seek to improve my service.

**RARANGA TE TIRA PARTNERSHIP**  
Working together in **partnership** across the community. This means I will work with you and your whānau on what matters to you.

**TAUWHIRO CARE**  
Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.