



## Position Description

<b>Position title:</b>	Administration & Governance Coordinator	<b>Date:</b>	November 2024
<b>Reports to:</b>	General Manager – Property & Development	<b>Department:</b>	Property and Development
<b>Number of reports:</b>	Direct:0 Total (include indirect):0	<b>Location:</b>	National Support Office
<b>Delegated financial authority:</b>	NA	<b>Budget ownership:</b>	NA
<b>Level of influence:</b>	<b>Leading self</b>		

## Our Organisation

At Southern Cross Healthcare, our vision is to help people live their best lives by reimagining healthcare.

Across our nationwide network, we combine the skills of more than 4,000 people including nurses and anaesthetic technicians, working with specialists, surgeons, anaesthetists, and allied health practitioners.

As New Zealand's largest private provider of healthcare, our strong "for purpose ethos" and through being recognised as one of New Zealand's leading and most trusted brands, we are poised to amplify the delivery of healthcare services like no other.

Vision	Purpose
Our vision is for what we aspire.	Our purpose is why we exist.
<b>To help people live their best lives by reimagining healthcare.</b>	<b>To advance the provision of quality healthcare in Aotearoa New Zealand.</b>

## Values and Behaviours

**Teamwork:** We will work together because we know that a strong team will always outperform strong individuals.

**Responsibility:** We will take ownership and pride in our work. We will act with integrity and be accountable for our behaviour.

**Respect:** We will act fairly in a culture of mutual trust and respect.

**Aspiration:** We will aspire to be the best we can be. We will recognise and celebrate success.

## Role Purpose

The purpose of this role is to provide co-ordination support to the Property and Development team in order to improve the effectiveness of their service delivery. This will include assisting with the reporting of the full portfolio, governance obligations and ESG reporting (emissions).

This role will enable the Property and Development to deliver on their governance obligations and will be responsible for supporting the GM of Property & Development as well as assisting the wider Property and Development team with governance and administration tasks.

## Key Relationships

### Internal

- General Manager – Property and Development
- Property & Development team including the Head of Portfolio, National Operations Manager, and the Project Delivery Managers.
- Hospital Facilities teams
- NSO employees

### External

- Suppliers, consultants, and contractors

## Key Accountabilities

### Support to Property & Development Senior Leadership Team

- Provide the Property team with timely and confidential administrative support, e.g., coordination of venues, travel, accommodation, etc.
- Support the development and distribution of communications within the Property team
- Full utilisation of Microsoft Outlook to ensure the teams diary are kept up-to-date and all meetings are recorded with the appropriate information through the understanding of priorities, anticipating requirements and keeping ahead of deadlines.
- Ensure effective responsiveness to all incoming emails and alert the SLT of any matters of urgency especially during times of absence from the office.
- Maintaining a proactive approach always

### Operational Management

- Assists with developing the annual Property CAPEX budget
- Assists with scheduling the CAPEX and R&M programme to ensure annual budgets are expended

- Assists in providing timely reports on regulatory compliance and maintenance requirements from data captured in the TechOne system
- Assists the National Building Services Manager and Building Services Coordinator to meet regulatory requirements and proactive maintenance programmes
- Assist with the preparation of external and internal communications/presentations including formatting.
- Preparing contracts and arranging them for signing and approvals

### **Property Administration**

- Receives and processes approved construction contract progress claims
- Retrieves project documentation as directed
- Ensures project files are set up at project initiation and archived at project completion
- Coordinates lease documentation
- Assists with critical date management
- Provide support to the Property Manager e.g., assisting with the insurance and tenant lease review processes

### **TechOne**

- Supporting the Project Coordinator with TechOne deliverables for the property team
- Closes out costs and assists to generate asset registers on completed projects
- Raises CAPEX purchase orders as directed and processes approved invoices
- Provides financial analysis/reports on project costs as required
- Processes invoices and payment claims for the Property and Development team.

### **Health, Safety and Wellbeing**

- All employees are responsible for complying with health and safety policies and procedures.
- You are responsible for your own health and safety while at work and ensuring that your actions or inactions do not put others at risk.
- Identify, report and self-manage hazards where appropriate.
- Ensure that you complete early and accurate reporting of incidents at work.
- Participate and co-operate for shared health and safety responsibilities
- Actively participate where improvements to health and safety at SCHL can be made

### **Commitment to the principles of Te Tiriti o Waitangi**

- Demonstrate awareness and understanding of Te Tiriti o Waitangi obligations through manaakitanga (respect) and kawa whakaruruhau (cultural safety) as evidenced in interpersonal relationships.

### **Commitment to Diversity, Equity and Inclusion (DEI)**

- Honour diversity by acknowledging and respecting others' spiritual beliefs, cultural practices and lifestyle choices as evidenced in interpersonal relationships.
- Seek opportunities to include diversity, equity and inclusion practices in everyday work.

### **Commitment to Environment, Social and Governance (ESG)**

- Engage in sustainable practices whenever possible. Try to reduce the environmental impact of your work and take an active role to initiate change to meet Southern Cross' ESG (Environmental, Social and Governance) commitments.
- Actively engage to improve your knowledge regarding sustainable practices whenever possible.

## Role Requirements

### Experience and skills required:

- At least 5 years' experience in a similar role
- Administration Coordination experience
- Finance and Accounting experience

### Experience and skills desirable:

- Experience within the property sector
- Basic understanding of building projects

### Education and qualifications required:

- Degree or equivalent education in relevant field
- Advanced Office 365 and SharePoint skills

### Education and qualifications desirable:

- TechOne Software

## Leadership Attributes

### Human Centred Leadership

- Empathy
- Adaptability
- Connection

### Performance Coach

- Accountability
- Engagement
- Collaboration

### Change Enabler

- Execution
- Energy
- Contribution