



## Position Description

<b>Position title:</b>	Implementation Specialist	<b>Contract type &amp; duration:</b>	Fixed Term to 30-Aug 2026
<b>Reports to:</b>	Site Implementation Lead	<b>Department:</b>	Finance, Procurement & Supply Chain
<b>Number of reports:</b>	Direct:0 Total (include indirect):0	<b>Location:</b>	<b><u>Looking for Christchurch &amp; Wellington based candidates</u></b> Southern Cross Hospitals across New Zealand – <i>ability to travel is essential</i>
<b>Delegated financial authority:</b>	NA	<b>Budget ownership:</b>	YNo
<b>Level of influence:</b>	Leading self		

## 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

To enable the efficient and effective delivery of healthcare services by supporting Southern Cross Hospital Supply Chain functions to have the right products available at the right time in the right place.

This role is an essential position within the Supply Chain Maturity project team. This project is designed to deliver improved capability, processes and supporting systems to local Supply Chain functions at each of Southern Cross's Hospitals within our hospital network.

### Key Relationships

- Hospital General Managers
- Hospital Supply Chain Managers & Supply Chain Coordinators
- All other hospital clinical and non-clinical teams
- Supply Chain Maturity project team
- External suppliers if required

### Key Accountabilities

#### Capability

- Core supply chain responsibilities:
  - Subject matter expertise in Supply Chain processes, workflow systems and inventory types stored and used within Southern Cross Hospitals
  - Conducting and completing stocktakes across multiple inventory locations
  - Inventory movements from point of delivery to main and subsequent inventory locations
  - Updating, improving and maintaining product labelling and barcode scanning
  - Reviewing and basic manipulation of inventory data
  - Basic understanding of financial implications of stock holding and inventory decisions
- Training and education responsibilities:
  - In-person training delivery to Supply Chain Managers, Supply Chain coordinators and broader hospital teams
  - Review and continuous improvement of training content and supporting documentation

#### Relationship Management

- Positive relationships with hospital staff to support quality outcomes
- Positive relationships with project team are maintained to ensure positive interaction and a collaborative team environment

### **Safety Quality & Risk Management**

- Work within the Southern Cross Healthcare Policies, Guidelines and Clinical Standards of Practice. E.g., Health & Disability Sector Services Standards

### **Professional Development**

- Actively plans and participates in the maintenance of own personal and professional development
- Individual responsibilities, actions and contributions are aligned with our values and enhance the success of the project team, department and overall organisation

### **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:**

- Relevant Supply Chain experience (1+ years)

### **Experience and skills desirable:**

- Training or education experience
- Experience working within a project team
- Understanding of financial practices and reporting relating to inventory
- Healthcare experience

### **Education and qualifications required:**

- NCEA Level 1 (or equivalent)

### **Education and qualifications desirable:**

- Relevant Supply Chain Management qualification

## Role Attributes

### Implementation specialist delivery

- Detail oriented
- Process driven
- Data driven & analytical
- Good communication & listening skills
- Time management & prioritisation
- Adaptability & continuous improvement
- Organised

### Change Enabler

- Engagement
- Energy
- Contribution & collaboration
- Accountability