

Position Description:

Business area: Operating Theatre

Employment Agreement: Individual Employment Agreement

Position Title: **Sterile Sciences Coordinator**

FTE: As per Conditions of Employment

Reports to: Sterile Sciences Manager

Direct Reports: Sterile Sciences Technicians

Date: March 2026

OUR VISION

**To be an innovative centre of excellence,
where people choose to receive health care and people love to work.**

OUR GUIDING VALUES



Position Objectives:

- Provide effective clinical, operational, and professional leadership to the Sterile Sciences (SSD) team, ensuring alignment with the strategic direction of the Operating Theatre.
- Ensure the delivery of a safe, efficient, and high-quality sterilisation service that meets established professional standards, best practice guidelines, and regulatory requirements to mitigate risk to patients and colleagues.
- Coordinate and optimise the utilisation of colleagues, equipment, and resources within SSD to achieve service efficiency and effectiveness.
- Foster and maintain positive, professional relationships with the Operating Theatre teams and across all clinical areas to support an integrated service delivery.
- Be professionally accountable for the coordination of SSD colleagues, ensuring adherence to policies, procedures, and standards of care.
- Work alongside and support the Sterile Sciences Manager in monitoring performance, promoting best practice, and driving continuous improvement across the service.

Functional Relationships:

Internal:	External:
<ul style="list-style-type: none"> • Theatre Services Manager • Operating Theatre team • Ward Services Team • Quality Team • Colleague and Capability Team • Finance team • Purchasing team • Facilities team • IT team • Infection Prevention and Control team 	<ul style="list-style-type: none"> • Various external clients • External SSD Departments • Company Representatives



Position Description:

<ul style="list-style-type: none"> • Clinical Educators 	
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Key Areas of Accountability:

Key Result Areas	Key Accountabilities
<p>Leadership and Communication</p> <p>Provide effective clinical, operational, and professional leadership to the Sterile Sciences (SSD) team, ensuring alignment with the strategic direction of the Operating Theatre.</p>	<p>Positive Team Culture:</p> <ul style="list-style-type: none"> • Act consistently as a professional role model by demonstrating high standards of technical and professional competence aligned with our Values (Do the Right Thing; Aim for Excellence; Caring for All; Work Better Together). • Motivate, support, and value team members, fostering collaboration and cohesion. • Provide visible and accessible leadership and teamwork, motivate others to follow, and communicate clinical standards, and behavioural expectations. • Create and maintain a positive, safe, and productive work environment that aligns with best practice and service delivery expectations. <p>Team Performance and Development:</p> <ul style="list-style-type: none"> • Supervise, coach, and support colleagues to achieve required output, quality, and performance standards. • Manage performance effectively, including goal setting, coaching, mentoring, annual performance reviews, and addressing poor performance when required. • Facilitate professional and personal development opportunities for team members. <p>Communication and Collaboration:</p> <ul style="list-style-type: none"> • Demonstrate clear, respectful, and effective oral and written communication within the Sterile Sciences team and with Operating Theatre colleagues. • Promote a culture of openness where practices, processes, and challenges can be discussed constructively. • Work cooperatively across the Operating Theatre teams to support integrated service delivery. <p>Leadership of Change and Innovation:</p> <ul style="list-style-type: none"> • Encourage initiatives and innovation that enhance best practice and improve service delivery. • Promote a solution-focused culture to identify, plan, and implement changes that address evolving clinical practice and service demands. • Champion and facilitate the implementation, and embedding of change initiatives as required. <p>Resource and Issue Management:</p> <ul style="list-style-type: none"> • Identify opportunities to maximise SSD resources, capacity, and efficiencies (staffing, rosters, equipment, and processes) and advise the Sterile Sciences Manager accordingly. • Provide the Sterile Sciences Manager, clear direction and prioritisation of resources and workloads to ensure effective functioning of the SSD. • Proactively identify, analyse, prioritise, and resolve issues or risks within the department. <p>HR and Workforce Management:</p> <ul style="list-style-type: none"> • Support the Sterile Sciences Manager with HR requirement including: <ul style="list-style-type: none"> ▪ Recruitment to ensure correct staffing levels within budgeted FTE. ▪ Monitoring and managing absenteeism. ▪ Rostering within contracted hours. ▪ Addressing disciplinary issues as needed. ▪ Resolving team and individual performance concerns in a timely manner.
<p>Collaboration and Relationships</p> <p>Foster and maintain positive, professional relationships with the Operating Theatre teams and across all clinical areas to support an integrated service delivery.</p>	<p>Team and Interdepartmental Collaboration:</p> <ul style="list-style-type: none"> • Develop, enhance, and promote effective and respectful working relationships within the SSD team and across interdepartmental groups. • Foster cooperation between clinical and administrative staff to support seamless service delivery. <p>Stakeholder Engagement:</p> <ul style="list-style-type: none"> • Liaise professionally and cooperatively with hospital colleagues, medical staff, and medical company representatives as required.



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Key Result Areas	Key Accountabilities
	<ul style="list-style-type: none"> • Maintain open and constructive communication with clinical clients to improve responsiveness and satisfaction. <p>Customer Focus:</p> <ul style="list-style-type: none"> • Understand and promote the concept of internal and external customers (patients, colleagues, clinicians) and foster a culture of customer focus within the SSD. <p>Confidentiality and Professionalism:</p> <ul style="list-style-type: none"> • Maintain strict confidentiality regarding St George's Hospital's business, employees, clients, and patients at all times.
<p>Service Quality and Standards</p> <p>Ensure the delivery of a safe, efficient, and high-quality sterilisation service that meets established professional standards, best practice guidelines, and regulatory requirements to mitigate risk to patients and colleagues.</p>	<p>Service Delivery and Resource Coordination:</p> <ul style="list-style-type: none"> • Ensure day-to-day operations of the SSD run effectively to meet clinical demand within allocated resources. • Coordinate workloads to match peak demand, monitoring incoming work to prioritise appropriately and ensure sterile products are available when required. • Implement contingency plans for equipment breakdowns, staffing changes, or fluctuations in service demand. • Escalate risks or compromises to service quality to the Sterile Sciences Manager promptly. <p>Clinical Standards and Compliance</p> <ul style="list-style-type: none"> • Demonstrate comprehensive knowledge of infection prevention and control practices, ensuring SSD processes meet required sterilisation standards. • Work collaboratively with Infection Prevention and Control specialists to align practice with current standards. • Conduct regular audits of practice, procedures, and policies to ensure safety and compliance, and provide education on safe equipment use. <p>Equipment / Maintenance and Stock</p> <ul style="list-style-type: none"> • Oversee the SSD maintenance programme in consultation with Engineering or equipment suppliers to minimise workflow disruption. • Ensure timely validation of equipment, maintaining accurate documentation. • Maintain and update the L-Trace tracking system, including set descriptions, photographs, and pricing. • Assist with maintenance of endoscopy processing records. • Identify opportunities with the Sterile Sciences Manager regarding new technologies that would enhance the services SSD provides and compliance with AS: 5369:2023 • Oversee stock control, ordering, and supply processes to ensure service continuity and efficiency. <p>Training and Development</p> <ul style="list-style-type: none"> • Facilitate regular training for SSD colleagues in scope processing, storage, decontamination, and washing procedures. • Ensure training completion is documented and provided to Colleague and Capability for recording in People Hub.
<p>Professional Development</p>	<ul style="list-style-type: none"> • Ensure professional development is undertaken according to hospital policy and participates in an annual performance appraisal and the setting of performance objectives. • Identify own learning requirements/deficits and develop a plan in conjunction with the Sterile Sciences Manager to address these. • Foster an environment conducive to learning, enquiry and research. • Actively seek feedback and accept constructive criticism. • Complete and maintain own portfolio and registration under the NZSSA. • On authority from the Operating Theatre Manager, Act up for the Sterile Sciences Manager when required
<p>Te Tiriti o Waitangi</p>	<ul style="list-style-type: none"> • Understands and has knowledge of Te Tiriti o Waitangi. • Collaborates with colleagues regarding the integration of Te Tiriti principles in practice. • Displays a willingness to work positively with organisational strategies to improve outcomes for Māori.



Position Description:

Key Result Areas	Key Accountabilities
Cultural safety	<ul style="list-style-type: none"> Promotes an awareness of cultural differences amongst colleagues and patients (e.g. beliefs, gender, sexual orientation or disability) and the impact that beliefs and values have on practice
Health & Safety	<ul style="list-style-type: none"> Complies with and supports all health and safety policies, guidelines and initiatives and ensures the policies and practices are understood and followed by the Sterile Sciences team Ensures all incidents, injuries and near misses are reported in St George's H&S reporting tool
Other Duties	<ul style="list-style-type: none"> Performs any other duties related to the scope of role when requested

Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Certificate of Sterilising Technology; Level 4 Certificate or equivalent qualification. 	<p>Member of NZ Sterile Services Association of NZ Registered Sterile Services Technician</p> <p>Advanced Sterilisation Practice (Level 5) or willing to complete qualification within 2 years of appointment.</p>
Experience & Knowledge	<ul style="list-style-type: none"> Previous leadership experience within a Sterile Sciences environment 5+ years SSD experience Proven commitment to Quality Assurance within the SSD service. Knowledge of AS: 5369:2023 Proficient in the use of MS Office applications, email and the Internet. Technical knowledge to understand required parameters to operate and detect faults in all workplace equipment 	Leadership experience
Personal Attributes	<ul style="list-style-type: none"> Demonstrated leadership qualities <ul style="list-style-type: none"> Self-awareness; Emotional intelligence, Social intelligence; Exceptional communication skills; Resilience; Leadership agility Adept at managing multiple pieces of work and prioritising the workloads Excellent customer focus Strong organisational understanding; and methodical and critical thinking Accepts responsibility for own actions and knows when to seek advice Ability to positively influence change and a willingness to learn new tasks An inclusive and approachable working style, that understands that diversity adds value. Co-operative and supportive team player. Ability to work a rotating shift pattern. 	