

Position Description: Sterile Sciences Manager

Business area:	Clinical
FTE:	As per Conditions of Employment
Reports to:	Operating Theatre Manager
Direct Reports:	SSD Coordinator

OUR VISION

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

OUR GUIDING VALUES



Position Objective:

- Provide visible, approachable leadership to the Sterile Sciences team.
- Drive continuous improvement in patient safety and clinical outcomes.
- Ensure compliance with AS 5369:2023 and other regulatory standards.
- Lead performance development, coaching, and training initiatives.
- Collaborate with internal and external stakeholders to deliver optimal services

Functional Relationships:

Internal:	External:
<ul style="list-style-type: none"> • Operating Theatre Manager • Sterile Sciences coordinator and team • Clinical Nurse Specialists Operating Theatre • Charge Nurses • Nursing Coordinators • Anaesthetic Technicians Team • Theatre colleagues • All other St George’s colleagues 	<ul style="list-style-type: none"> • External clients • Company representatives • NZSS Association • SSD departments throughout New Zealand • Nursing Council of New Zealand • Other private and public hospitals

Position Description: Sterile Sciences Manager

Key Areas of Accountability:

Area of Accountability	Expected Results
Leadership, Relationships and Communication <i>Provide professional leadership to the Sterile Sciences department that aligns with the Hospital's strategic direction and values.</i> <i>Foster a culture of accountability and continuous quality improvement within the Sterile Sciences department</i>	<ul style="list-style-type: none"> • Demonstrate visible and approachable leadership, fostering a culture of accountability and continuous improvement. • Model and integrate our Values (Do the Right Thing; Aim for Excellence; Caring for All; Work Better Together) within the Sterile Sciences environment through daily practices, interactions and decision making. • Promote teamwork, collaboration and effective communication among teams and encourage a supportive and respectful work environment • Lead and manage the performance of the Sterile Sciences department, through regular catch ups and the completion of annual performance reviews, focusing on colleague development – clinical and personal, coaching, support, performance goal setting and ensuring completion of mandatory training. • Maintain quality and integrity of the team by ensuring competence and adherence to regulatory requirements • Monitor and identify areas for improvement, and implement strategies to enhance patient safety and clinical outcomes • Ensure pertinent information is communicated to the Theatre Manager in an effective and timely manner. • In collaboration with the Operating Theatre Manager, assists with the development of the Sterile Sciences strategy and delivery of the plan including actively champions initiatives, and facilitates the planning, implementation and embedding of change when initiated or requested.
Sterile Sciences management <i>Develop, implement and manage strategies to foster and promote a culture of safety and ensure compliance with regulatory standards.</i>	<ul style="list-style-type: none"> • Foster, support and ensure compliance with the AS 5369:2023 • Contribute to the operational planning and monitoring of Sterile Sciences department, to ensure optimal services are delivered • Proactively identify opportunities for improvement and implement evidence-based strategies. • Collaborate with other health care providers as appropriate to ensure safe outcomes for consumers.
Operational and Financial Management and Planning?	<ul style="list-style-type: none"> • Assist Operating Theatre Manager with financial planning and management related to Sterile Sciences including Capex
Professional Development	<ul style="list-style-type: none"> • Ensure professional development is undertaken according to hospital policy and participate in an annual performance appraisal and the setting of performance objectives. • Identify own learning requirements/deficits and develop a plan in conjunction with Theatre Manager to address these. • Foster an environment conducive to learning, enquiry and research.
Te Tiriti o Waitangi	<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.

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Area of Accountability	Expected Results
	<ul style="list-style-type: none"> Displays a willingness to work positively with organisational strategies to improve outcomes for Māori.
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"> Comply with and support all health and safety policies, guidelines, and initiatives. Ensure all incidents, injuries and near misses are reported reviewed and evaluated
Other Duties	<ul style="list-style-type: none"> Perform other duties relating to the scope of the role when requested.

Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications	<p>Either</p> <ul style="list-style-type: none"> NZ Certificate of Sterilising Technology (Level 3 (Open Polytechnic) or 4) NZ Diploma in Sterilising Technology Level 5 <p>Or</p> <ul style="list-style-type: none"> Registered Nurse with current Practising Certificate (but note the above qualifications will be required to be gained within a suitable time period) 	
Experience & Knowledge	<ul style="list-style-type: none"> Proven track record of effective leadership and team management. 3+ years' relevant clinical leader experience. Skilled in managing multiple pieces of work/projects in dynamic and complex environments. Excellent organisational awareness, negotiation abilities and critical thinking skills. Proficient in utilising a variety of technology applications. 	<ul style="list-style-type: none"> Experience in quality assurance/control 3+ years' experience working in a sterilising department
Personal Attributes	<ul style="list-style-type: none"> Strong leadership qualities with a focus on; <ul style="list-style-type: none"> Self-awareness; Emotional intelligence, social intelligence; communication skills; resilience; and demonstrating leadership agility. Committed to excellent customer care. Inclusive and approachable, recognising the value of diversity. Collaborative team player who supports and fosters a cooperative work environment. 	