

<b>Role Title</b>	Nurse Manager Eastcliffe
<b>Reports to</b>	GM Eastcliffe
<b>Key Working Relationships</b>	<ul style="list-style-type: none"> <li>• Eastcliffe on Ōrākei Retirement Village residents and their families</li> <li>• Registered Nurses, Caregivers, Cleaning Staff</li> <li>• Head Chef</li> <li>• Allied Professional staff</li> <li>• Maintenance personnel</li> <li>• Ministry of Health, DHB and Auckland DHB Auditors and Advisors</li> </ul>

### Ko wai mātou | About us

Eastcliffe is a boutique retirement village nestled in Ōrākei with stunning views across the Waitemata harbour. Owned by mana whenua of central Auckland, Ngāti Whātua Ōrākei, Eastcliffe is centred on manaakitanga - a friendly and warm community for those wanting to enjoy easy, low-maintenance living.

The main building on Kupe Street boasts housing care facilities, lounges, swimming pool and 55 serviced apartments, 30 studio units and 10 hospital beds.

### Ngāti Whātua Ōrākei

Ko Māhuhu-ki-te-rangi te waka  
 Ko Maungakiekie te maunga  
 Ko Waitematā te moana  
 Ko Tuperiri te tangata  
 Ko Ngā Oho, ko Te Taoū, ko Te Uringutu ngā hapū  
 Ko Ngāti Whātua te iwi  
 Ko Ōrākei te marae

Ngāti Whātua Ōrākei have held ahi kaa and lived in the central Tāmaki area for generations. Eastcliffe is just one of its commercial holdings and provides returns to be able to support their whānau of more than 6,000 to achieve their aspirations.

### Nga Mātāpono | Our values

- Tino rangatiratanga (being self-determining and self-reliant)
- Rangatiratanga (demonstrating leadership)
- Manaakitanga (whānau at the core and caring for others)
- Whanaungatanga (embracing our whakapapa and relationships)
- Kōtahitanga (united and working as one)
- Kaitiakitanga (protecting our taonga)
- Mana taurite (ensuring whānau are provided with equal access to opportunities)
- Ahi kaa (upholding the mana of the hapū across Tāmaki Makaurau)
- Wairuatanga (acknowledging spirituality is a key component to our identity and wellbeing)

<b>About the role</b>
The Nurse Manager leads the care facility at the Eastcliffe on Ōrākei Retirement Village, coordinating clinical activities and providing leadership to the Registered Nurses and Caregivers.
<b>Areas of Accountability</b>
Manage the holistic care and welfare of all residents of Eastcliffe on Ōrākei.
Ensure continuing excellence in the standards of care provided.
Manage the employment, orientation, training, performance reviews, rostering for duty and standard of work practice of all clinical staff.
Develop and maintain policies and procedures suitable for guiding staff in the safe and appropriate care of the residents.
Ensure that Eastcliffe on Ōrākei Retirement Village continues to meet the various standards and requirements for the licence/registration/contract of the facility. This includes meeting Health & Disability Sector Standards and all requirements of the Health & Safety in Employment Act 2015.
Active involvement in the development and maintenance of the quality improvement programme.
Leadership to assist the professional development of direct reports.
Maintain residents' privacy in terms of the Privacy Code and the Health Information Privacy Code.
Ensure that all operations are managed within agreed budgets and provide a monthly update on Profit & Loss to the General Manager.
Contribute to the achievement of agreed occupancy levels.
Monthly analysis of incidents and accidents; risk reporting detailing trends and recommendations; and updating of Health & Safety records (complaints register, staff accident register, Hazard register).
Participation in the monthly Health & Safety Management Review team.
Participation in the Health & Safety team as the Health & Safety Officer.
<b>Qualifications, Experience &amp; Capabilities</b>
Bachelor's Degree in Nursing or equivalent

Current practicing certificate with at least 7 years post registration experience preferably in the aged care and retirement village sector.
Collaborative management style with the capacity to lead, foster and develop a strong team culture.
Effective leadership skills in communication, problem solving, conflict resolution and negotiation.
Fully conversant with appropriate legislation, DHB and Ministry of Health requirements.
Knowledge of Quality Improvement/Accreditation systems as applied to residential care settings.
Knowledge of contemporary professional nursing and health care.
Ability to prioritise workload and meet set timelines.
<b>Personal Attributes</b>
Respect for others. This will be evidenced by professional dealings with others; use of courteous and appropriate language always; meeting agreed work commitments. A willingness to work with iwi and Maori groups and networks across Auckland and Aotearoa.
Passionate about aged care and able to form long-term relationships with residents.
Problem solver. An innovative and lateral thinker, who is focussed on delivering great outcomes.
Mature. You should be mature and confident in your own abilities and present a professional image that instils confidence in others.
Works cooperatively with others.