

10 May 2019

Special Projects Officer – National Office
New Zealand Artificial Limb Service

Part-time (flexible hours), Permanent position
Report directly to the Chief Executive Officer

The vision of the New Zealand Artificial Limb Service (NZALS) is 'independent and productive lives for the people we care for'. NZALS is a specialist healthcare provider that manufactures high technology medical devices, mainly artificial limbs, for individual patients with an integrated rehabilitation and coordination of care service.

With the patient at the centre of everything we do, NZALS' has a new strategy that will see a significant evolution in services to our patients. This position will directly contribute to this strategy through providing strategic and practical marketing advice to the organisation, as well as carrying out the day-to-day Human Resources operations.

The ideal candidate will be performing the following activities:

Special Projects

- Coordination and scheduling of strategic Business Planning
- Facilitation of monthly Business Planning meetings
- Coordination and maintenance of Business Risk Register
- Advising and supporting Peer Support Service
- Administration activities for social media
- Managing relationships with external support services

Health and Safety

- Providing advice on NZALS compliance obligations under the Health & Safety Act
- Maintaining updates to policies and procedures, and advising the H&S Committee promptly of risks, hazards and potential adverse situations
- Providing administrative support to the H&S Committee

Human Resources

- Support Recruitment Advisor in recruiting clinical/technical staff as required in conjunction with CEO and Regional Managers
- Advising and supporting on staffing requirements as necessary

We are looking for a Special Projects Officer to be based in our National Office. You will report directly into the Chief Executive Officer.

To see the job expectation/position description for this role and other NZALS vacancies, please visit <http://www.nzals.co.nz/careers/current-vacancies/>.

To apply for this role, please email a cover letter and your CV to careers@nzals.co.nz with the subject heading "Special Projects Officer vacancy". Applications close Friday 24 May 2019.

This is fantastic opportunity to have a positive impact on the lives of patients in New Zealand.

our vision

Independent and productive lives for our patients.

our mission

To enable our patients to achieve independence by delivering prosthetic and rehabilitation services.

2021 strategic objectives

NZALS has a significant impact on our patients' independence and productivity. We are excited to see how you will personally contribute to the achievement of our strategy through your day-to-day interactions with our patients, medical professionals, the community and your colleagues. You are important. We cannot deliver this strategy without your specialist knowledge and input. We are excited about the challenges ahead and hope you are too!

