# Position Description | Te whakaturanga ō mahi

# **Health New Zealand | Te Whatu Ora**

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| Title | Nurse Coordinator - Projects | | |
| Reports to | Nurse Manager Nursing Workforce Development | | |
| Location | Manawa | | |
| Department | Nursing Workforce Development | | |
| Direct Reports | N/A | **Total FTE** | 1.0 |
| Date | 19 August 2025 | | |
| Job band (indicative) | Senior Nurse Grade 1 | | |

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations.
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well.
3. Everyone will have equal access to high quality emergency and specialist care when they need it.
4. Digital services will provide more people the care they need in their homes and communities.
5. Health and care workers will be valued and well-trained for the future health system.

## Te Mauri o Rongo – The New Zealand Health Charter

The foundation for how we ensure our people are empowered, safe and supported while working to deliver a successful healthcare system, is Te Mauri o Rongo – the New Zealand Health Charter. It guides all of us as we work towards a healthcare system that is more responsive to the needs of, and accessible to all people in Aotearoa New Zealand.

It applies to everyone in our organisation and sits alongside our code of conduct as our guiding document.

Te Mauri o Rongo consists of four pou (pillars) within it, including:

**Wairuatanga** – working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

**Rangatiratanga** – as organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.  
  
**Whanaungatanga** – we are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe.   
  
**Te Korowai Āhuru** – a cloak which seeks to provide safety and comfort to the workforce.

These values underpin how we relate to each other as we serve our whānau and communities.

Together we will do this by:

* caring for the people
* recognising, supporting and valuing our people and the work we all do
* working together to design and deliver services, and
* defining the competencies and behaviours we expect from everyone.

**About the role**

**Nursing Workforce Development Team (NWDT) is responsible for:**

* Dedicated Education Unit (DEU) / Nursing Ākonga Facilitation
* Supported First Year of Practice (SFYP) programme - formally Nurse Entry to Practice Programme (NETP)
* Enrolled Nurse Supported into Practice Programme (ENSIPP)
* Professional Development Recognition Programme (PDRP)
* Clinical Simulation
* Postgraduate Education
* Aged Residential Care Workforce Liaison
* Specialist Nursing Projects
* Nursing Recruitment Initiatives
* Manawa Building operations.

The primary purpose of the role:  
**Health NZ Nursing Workforce Direction:**

* The Nurse Coordinator shares accountability and works in partnership with the NWDT Team and Manager, Chief of Nursing, and Directors of Nursing to implement Te Whatu Ora - Health NZ’s current nursing workforce direction and workplan

**SFYP Programme Delivery**

* The Nurse Coordinator collaborates with the NWDT and Recruitment teams to deliver the SFYP programme

**Nursing Career Promotion**

* The Nurse Coordinator leads nursing career promotion initiatives, including participation in secondary school career expos and other recruitment activities

**Nursing Workforce Initiatives**

* The role is involved in the project management and delivery of specialist nursing initiatives across HNZ Waitaha, such as collaborating on the implementation of the Fundamentals of Nursing Care programme.

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| Key Result Area | Expected Outcomes / Performance Indicators |

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| **Te Tiriti o Waitangi** | * Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori. * Supports tangata whenua- and mana whenua-led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care. * Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership. |
| **Equity** | * Commits to helping all people achieve equitable health outcomes. * Demonstrates awareness of colonisation and power relationships. * Demonstrates critical consciousness and on-going self-reflection and self-awareness in terms of the impact of their own culture on interactions and service delivery. * Shows a willingness to personally take a stand for equity. * Supports Māori-led and Pacific-led responses. |
| **Innovation & Improvement** | * Is open to new ideas and create a culture where individuals at all levels bring their ideas on how to ‘do it better’ to the table. * Models an agile approach –tries new approaches, learns quickly, adapts fast. * Develops and maintains appropriate external networks to support current knowledge of leading practices. |
| **Collaboration and Relationship Management** | * Models good team player behaviour, working with colleagues to not allow silo thinking and behaviour at decision making level to get in the way of doing our best and collegially supports others to do the same. * Works with peers in Hauora Māori Service and Pacific Health Business Unit to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of services. |
| **Health & safety** | * Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. * Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others’ health, safety, and wellbeing centrally, alongside high-quality patient outcomes. * Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture. |
| **Compliance and Risk** | * Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. * Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. * Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware. |

## Relationships

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| External | Internal |
| * Ara - Te Pūkenga * University of Canterbury * University of Otago * Other Tertiary Education Providers as required * Professional & Industrial organisations * National & regional professional bodies * New Zealand Nursing Council * Advanced Choice of Employment (ACE) * Careers and Transition Education Association New Zealand (CATE) * Wider Waitaha Health System Partners | * Nursing Manager NWDT * NWDT kaimahi * Chief of Nursing * Directors of Nursing * Nursing Leaders Waitaha * Nursing and Healthcare staff * Recruitment * Quality and Patient Safety Team * People and Communications Team |

## About you – to succeed in this role

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| **You will have** | **Essential:**   * Registered with Nursing Council of New Zealand as a Registered Nurse for more than 5 years * Holds a current Annual Practising Certificate * Holds a relevant post-graduate qualification, minimum a post graduate diploma (or near completion) in Nursing, and/or Adult Teaching and Learning. * Demonstrated knowledge of the Te Tiriti o Waitangi and commitment to addressing inequity for Māori * Demonstrated experience in a senior nursing position * Demonstrated commitment to quality, patient safety processes throughout the organisation * Demonstrated ability to advancing and meeting the health system needs in relation to the nursing workforce * Experience in leading change and service quality improvement initiatives.   **Desired:**   * Experience leading health innovation to enable transformational change to be implemented and operationalised. * Broad clinical practice in nursing and clinical teaching experience across the health sector. |
| **You will be able to** | **Essential:**   * Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role. * Take care of own physical and mental wellbeing, and have the stamina needed to go the distance. * Maximise the quality and contributions of individuals and teams to achieve the organisation’s vision, purpose and goals. * Demonstrate a strong drive to deliver and take personal responsibility. * Demonstrate self-awareness of your impact on people and invests in your own leadership practice to continuously grow and improve. * Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity. * Proven capabilities in project management, adult teaching and learning   **Desired:**   * Contribute to cohesive and high performing teams; to deliver collective results that are more than the sum of individual eﬀorts. * Understand their impact on others and strengthen personal capability over time. * Show composure, resolve, and a sense of perspective when the going gets tough. Helps others maintain optimism and focus. * Demonstrate drive, optimism, and focus; to make things happen and achieve outcomes. |

*This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.*