

Position Description | Te whakaturanga ō mahi Health New Zealand | Te Whatu Ora

Title	Charge Nurse Manager Cardiology Day Unit		
Reports to	Cardiology Service Manager		
Location	Cardiology Day Unit, 1 st Floor Parkside		
Department	Cardiology		
Direct Reports	22	Total FTE	15.3
Budget Size	Opex	Capex	
Delegated Authority	HR	Finance	\$2K
Date	August 2025		
Job band (indicative)	Senior Nurse Grade 3		

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

The primary purpose of the role is to:

Key Result Area	Expected Outcomes / Performance Indicators
Enables nurses to provide a high standard of professional nursing practice that is contemporary and patient focused.	• Demonstrates expert knowledge and clinical skills in the use of nursing process facilitating ongoing care / & contact service. • In collaboration with the health team, promotes, facilitates and co-ordinates multidisciplinary care. • Ensures that all nursing practice is safe, legal, effective and responsive to the needs of the patients and their significant others. • Collaborates with the Service Manager, Nursing Director and appropriate staff in the development and implementation of standards of care. • Initiates and applies new clinical practices based on research, expert knowledge and technical competencies, e.g. clinical pathways. • Develops an environment, which places a responsibility and authority for decision making at the level closest to the situation. • Is a resource to the Service Manager and Nursing Director in the evaluation of nursing care and service delivery.

	• Understands and practises the principles of quality management and uses quality audits to ensure continuous quality improvement. • Demonstrates effective management of complaints, incidents and hazards as per Canterbury District Health Board's policies and procedures
Interacts effectively with patients/clients, family members and health team members within the bounds of the Privacy Act	• Role models positive and professional behaviours in all relationships. • Provides constructive feedback to staff ensuring that professional nursing practice is of a consistently high standard. • Facilitates and provides leadership in developing the team and individuals within the team. • Facilitates an environment, which allows respect and sensitivity to be demonstrated towards the rights, beliefs and choices of patients and their families and to other members of the interdisciplinary team. • Creates a supportive environment in order for patient advocacy to occur. • Regular meetings are held with relevant health professionals that work within or have input into the unit. These include departmental and interdisciplinary meetings. • Terms of reference are established and records are kept of all meetings held. • Regular briefings and meetings take place with the team members. Minutes are recorded and circulated as appropriate. • Communication is clear, open, accurate & responsible. Confidentiality is maintained.
The Charge Nurse Manager co-ordinates the team activities and the systems that support the team in order to best meet the needs of patients in line with the philosophy of patient focused care	• Promotes team development in a cohesive, positive and professional manner. • Conducts annual performance appraisal/reviews for nursing team. • Liaises with Service Manager/Nursing Director on quality issues and initiatives. • Facilitates orientation/preceptorship for all new team members. • Provides direct feedback and support to team members as appropriate. • Supports professional team members in assuming maximum responsibility for management of patient outcomes. • Facilitates direct communication with clinicians. • Identifies training and ongoing development opportunities for staff in conjunction with the Nurse Educator, CNS, PDU and Service Manager/Director of Nursing Services and other clinical leaders. • Is involved with the dissemination of current information and theories necessary for the provision of optimal patient care

	• Maintains good relationships and communication across the Cardiology service
Demonstrates effective management, supervision and delegation skills within the health care team. Leadership and guidance is provided to other staff within the team	• Accepts delegated authority from Service Manager Demonstrates responsibility and accountability for the effective management of the plan of care and patient outcomes. • Co-ordinates and uses resources (time, equipment and staff) efficiently and effectively. • Monitors consumable use and follows appropriate pathway for introduction of new consumables/equipment. • Ensures that leadership skills are available for students and team members and all other staff within the unit. • Delegates appropriately to staff and provides supervision where indicated. • A quality plan is developed annually, in conjunction with the Nursing Director & Service Manager. • Ensures effective HR systems are in place and maintained. • Staffing is maintained to meet patient needs. • Staff leave is co-ordinated to ensure the service needs are met. Annual leave is managed according to MECA & service requirements as able. • Staff are appointed and recruited in accordance with CDHB HR processes. • Duty rosters are prepared in the required timeframe. These are innovative and flexible to meet the service needs. • The working environment is safe and meets occupational health requirements. • Budgets in place are effectively managed. • Contributes to the development of the budget. • Manages CAPEX pertaining to clinical area • Service expenditure is maintained within the prescribed boundaries in respect of accountability. • Uses electronic systems and reports to inform decision making • Exceptional variations in budget are investigated reported and managed within acceptable time frames. Including monthly reporting of budgets & variances.
Demonstrates responsibility, accountability and commitment in nursing practice and to the nursing profession	• Demonstrates responsibility and commitment to the service and team. • Identifies issues of ethical concern and assists staff in addressing these. • Demonstrates individual responsibility by actively pursuing further education. • Practises within the Code of Conduct and Code of Ethics (NZ Nursing Council). • Able to demonstrate leadership qualities within the interdisciplinary team and wider organisation.

	• Recognises and facilitates learning opportunities for nursing colleagues. • Seeks professional support and guidance locally and nationally. • Develops networks locally, regionally and nationally of nurses working within a similar service.
Other	• Any other duties as directed by the Service Manager..
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.
Culture and People Leadership	• Leads, nurtures and develops our team to make them feel valued. • Prioritises developing individuals and the team so Health New Zealand has enough of the right skills for the future, supporting diversity of leadership to develop – Māori, Pacific, people with disabilities and others. • Provides leadership that shows commitment, urgency and is visibly open, clear, and innovative whilst building mutually beneficial partnerships with various stakeholders both internally and externally. • Implements and maintains People & Communications strategies and processes that support provide an environment where employee experience, development, and performance management drive achievement of the organisation's strategic and business goals. • Ensures Business Unit culture develops in line with expectations outlined in Te Mauri o Rongo, ensuring unification of diverse teams whilst simultaneously supporting local cultures to be retained & strengthened.
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.

Matters which must be referred to the Service Manager

- Security breaches.
- Serious incidents relating to patients or staff well-being.
- Staff performance, which may require disciplinary action.
- Quality standards failures or deficiencies
- Any matters which do not comply with Canterbury District Health Board's policies and procedures

Relationships

Internal	
External	
- Relationships with external providers such as CPIT, Otago University, Nurse Maude, St Georges etc - Regional and National Cardiology relationships	- Service Manager - Director of Nursing Services - Nursing Director - Nursing Staff - Other Charge Nurse Managers - Professional Development Unit and Nurse educators - Members of the Multidisciplinary team - Clinical Nurse Specialists - Medical Staff - Human Resources - Finance team

About you – to succeed in this role

You will have

Essential:

- Experience in implementing Te Tiriti o Waitangi in action.
- Senior Nurse with recent cardiology or medical experience
- Advanced clinical knowledge and leadership skills
- Experience managing complex situations
- Strong interpersonal, communication and time management skills
- Confidence working independently and in multidisciplinary teams
- Ability to build strong working relationships
- Competent computer/documentation skills
- Hold or be working towards a relevant Post Graduate qualification.
- Registered with the Nursing Council of New Zealand with a current Annual Practising Certificate (APC)

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.
- Establish and maintain positive working relationships with people at all levels within the public and private sectors, related industry and community interest groups and the wider national and international communities.
- 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.

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.