

Position Description | Te whakaturanga ō mahi

Health New Zealand | Te Whatu Ora

Title	Occupational Therapist
Reports to	Clinical Manager
Location	The Princess Margaret Hospital
Department	Older Persons Health & Rehab Community Services Team
Date	October 2025
Job Band (indicative)	PSA Allied Health Scientific & Technical Core Salary Scale Step 1 - 8

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 Older Persons Health and Rehab Community Services Teams provide support for people over 65 living with complex medical and or social needs.

Our team works to facilitate supports, services, interventions, and equipment to keep people safe and well in their community or to transition to an appropriate care facility. We do this by providing:

- Comprehensive general and specialist assessments of needs.
- Being a responsive team, able to provide timely input when and where it is required
- Adopting a flexible and adaptable approach to meeting the individualised needs of each client
- Being aware of and proficient accessing supports, services, and resources for clients based on their needs.
- Responding to referrals from primary and secondary care sources, self and family referrals and referrals from team members and other services within the organisation.

The Occupational Therapist Role:

You will be responsible for facilitating and enabling occupation for clients, by exploring their needs, preferences and capacities in the context of their environment to optimise their functional independence. You will be flexible in your approach to clinical problem solving, with a focus on supporting people to live safe, fulfilling lives in their community.

Key Result Area	Expected Outcomes / Performance Indicators
Provide skilled, holistic and responsive Occupational Therapy intervention	<ul style="list-style-type: none"> • Uses current best available evidence to inform clinical practice. • Completes comprehensive clinical assessment, using sound clinical reasoning to implement solutions that meet client needs. • Administers and interprets appropriate assessment tools relevant to the client population (cognitive, sensory, motor, perceptual, social, ADL, IADL, driving screening and functional mobility). • Establishes individualised client (family/whanau/carers) management plans to optimise safety, function and independence and reduce carer stress in ADL, IADL and functional mobility activities. • Reduces barriers (physical, social and psychological) to activity and functional participation, and promote independence in the home and community setting. • Provides education to clients (family/whanau/carers), on options to improve safety, maximise function and reduce risk. • Maintains clear and accurate documentation that meets Health NZ policy standards.
Demonstrate strong communication skills	<ul style="list-style-type: none"> • Proactively utilises different styles of communication to meet the needs of clients/family/whānau. • Advocates for the needs of clients as appropriate • Client and carer education and information is provided in an appropriate format. • Communication with other health professionals is timely, appropriate and professional. • Communicates effectively with all relevant agencies (e.g. Enable NZ, home based support providers, NGOs, equipment suppliers).
Effective utilisation of resources	<ul style="list-style-type: none"> • Prioritises workload and manages own time to ensure priorities are met and quality is not compromised • Effectively utilises the Allied Health Assistant/Kaiāwhina workforce, using appropriate delegation policies and processes. • Engages in professional skill sharing activity across disciplines, as appropriate. • Utilises appropriate technology, including telehealth, to support efficient service provision.
Continued Professional Development, Learning and Teaching	<ul style="list-style-type: none"> • Takes responsibility for identifying and meeting own development needs, in collaboration with Clinical Manager and Professional Leads. • Undertakes learning and training relevant to career stage

	<ul style="list-style-type: none"> Actively engages in CPD activities within clinical team/profession/service. Shares information, support and develop the clinical knowledge and practice of others Supports student clinical placements Prepares for and actively participate in own performance conversations Engages in regular professional supervision and peer review processes, in line with profession and organisation policies Takes responsibility for meeting requirements of professional regulatory bodies.
Te Tiriti o Waitangi	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> • Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are followed. • 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.
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Relationships

External	Internal
<ul style="list-style-type: none"> • Clients/Family/Whānau/Carers. • Home Based Support and Nursing Service providers • Referrers from the community and service agencies, including primary care • Voluntary agencies and those providing informal supports • Enable NZ and other funding agencies • Builders, Architects, Suppliers • Tertiary education providers 	<ul style="list-style-type: none"> • Interdisciplinary team members • Staff in other departments across the community and inpatient settings • Clinical, Service, and Professional Leaders

About you – to succeed in this role

You will have	Essential:
	<ul style="list-style-type: none"> • Bachelor of Occupational Therapy or equivalent • A current New Zealand Annual Practicing Certificate • Enable Accredited Assessor status, or be willing to complete accreditation • Previous experience working in health and/or disability care settings. • Clinical experience in the speciality area of gerontology and/or rehabilitation. • Knowledge and understanding of mental health changes and the impact on the elderly. • A positive and creative approach to problem solving. • A high degree of adaptability and flexibility, able to be responsive to service demands each day. • Experience in implementing Te Tiriti o Waitangi in action. • Excellent communication skills – listening, verbal & written. • Strong organisational & time management skills. • A commitment to learning and developing new skills • Experience in implementing Te Tiriti o Waitangi in action. • A current full New Zealand driver's licence and the ability to drive manual and automatic vehicles

- Good clerical, literacy and computer skills.

You will be able to Essential:

- Manage a varied workload, across a variety of community environments.
- 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.