

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

Title	Professional Development Coordinator (PDC)		
Reports to	Charge Anaesthetic Technician		
Location	Primarily Christchurch Hospital (at times may include other Waitaha sites such as Burwood, and Hillmorton)		
Department	Anaesthetic Technician Department		
Direct Reports	N/A	Total FTE	N/A
Budget Size	Opex	Capex	N/A
Delegated Authority	HR	Finance	N/A
Date	2026		
Job band (indicative)	PSA / APEX – AHST Designated Positions Scale – Des. B 1-3		

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:

To support, facilitate and coordinate the continuing professional education, proficiency and development of Registered Anaesthetic Technicians (AT) and Registered Nurse Anaesthetic Assistants (RNAAs).

Key Result Area	Expected Outcomes / Performance Indicators
Coordination of Staff Induction	<ul style="list-style-type: none"> • Facilitate the administration and coordination of the Staff Induction Programme in conjunction with the Charge AT and the AT Team Leaders.
Coordination of Te Whatu Ora based Learning and Development opportunities	<ul style="list-style-type: none"> • In conjunction with the Charge AT ensure staff learning and development needs are coordinated against Te Whatu Ora based learning and development opportunities.
Coordination of post qualification Education Programme	<ul style="list-style-type: none"> • Registered AT and RNAA competencies (i.e. CPR, IV cert, POCT, Fire etc) are maintained. • Knowledge and skills of staff are current and relevant.
Skill Maintenance	<ul style="list-style-type: none"> • Develop standardised training and assessment procedures in consultation with the Charge AT and Team Leader ATs for all clinical areas.

	<ul style="list-style-type: none"> • Acts as a resource for staff who are managing staff with identified areas for improvement. • Maintains ones own clinical competence by assisting the anaesthetist.
Skill Development	<ul style="list-style-type: none"> • In conjunction with the Charge AT and Team Leader ATs, develop training programmes to support the implementation of new technology or updates in clinical practice • Assists supervisory staff in the establishment of skill development programmes as required. • Identifies post graduate training opportunities and supports staff enrolled in formal post graduate programmes. • Supports the development of teaching and presentation competencies for Anaesthetic Technicians.
CPD Facilitation	<ul style="list-style-type: none"> • Facilitate CPD education sessions • Enable Qualified Anaesthetic Technicians to participate in the presentation of educational sessions to their peers. • Provide Certificate of attendance for everyone who attends an educational session.
Strategic Direction	<ul style="list-style-type: none"> • Develop career pathways and opportunities for role expansion and advanced practitioner opportunities in conjunction with Charge AT.
Maintain own level of skill and effectiveness in all professional areas.	<ul style="list-style-type: none"> • Maintain and enhance own level of professional competence in all areas • Keep up to date with current trends in AT and RNAA practice and other changes that affect the performance of ATs and RNAAs. • Keep abreast of current literature and developments in the field of Anaesthesia and allied subjects and impart this knowledge where relevant. • Initiate, facilitate and encourage the innovation and development of ideas and procedures that maintain and enhance the quality of Registered Anaesthetic Technicians. • Attend relevant meetings, professional courses and programmes following prior approval of the Charge AT.
Administration	<ul style="list-style-type: none"> • Coordinate applications for courses/conferences for consideration. • Conference or course leave is documented appropriately and in a timely manner. • Travel and accommodation requirements for attendance at courses / conferences are made in a timely manner. • Room bookings / facilities are booked. • Educational presenter is organised.
Communication	<ul style="list-style-type: none"> • Communicate effectively with all stake holders • Monthly reports are provided. • Annual reports are provided. • Attend regular planning meeting with the Charge Anaesthetic Technician. • Attend weekly Leadership group meeting. • Attend weekly Anaesthetic Technicians meeting.
Health and Safety	<ul style="list-style-type: none"> • Maintain a high quality, safe and secure work environment by following relevant Te Whatu Ora Waitaha divisional policies, protocols and standards.

Quality	<ul style="list-style-type: none"> • Ensure a quality service is provided in your area of expertise by taking an active role in quality activities, identifying areas of improvement.
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.
Culture and People Leadership	<ul style="list-style-type: none"> • 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	<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"> • 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	<ul style="list-style-type: none"> • Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place/ 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.

Matters which must be referred to the Charge Anaesthetic Technician

- Operational issues
- Performance or competence concerns
- Situations that place patients, staff or yourself at significant risk without support
- Professional issues
- Clinical standards failure
- Competence concerns
- Workforce issues
- Fitness to practice issues
- Health & Safety concerns

Relationships

External	Internal
<ul style="list-style-type: none"> • As required • New Zealand Anaesthetic Technicians Society Inc • Other educators / Training Hospitals • Medical Sciences Council of New Zealand 	<ul style="list-style-type: none"> • Charge Anaesthetic Technician, Team Leaders and Anaesthetic Technicians • Anaesthetists • Theatre Team members – Surgeons, PACU, Operating Dept Assistants, Nursing staff • Theatre Nurse Manager / Theatre Coordinator • Clinical Engineering Dept • Service manager for Anaesthesia • Clerical and Administrative Staff • Te Whatu Ora Learning and Development Facilitators • Other multi-disciplinary team members involved with the care and management of patients in the peri-operative service

About you – to succeed in this role

You will have

Essential:

- A relevant graduate and post-graduate qualification, or be willing to obtain a relevant post-graduate qualification.
- Experience in implementing Te Tiriti o Waitangi in action.
- Anaesthetic Technician/ RNAA or relevant international qualification
- New Zealand registered or eligible for NZ registration with the Medical Sciences Council
- Current APC
- Minimum of 2 years post qualification experience
- Previous clinical teaching experience
- Wide experience and knowledge of Anaesthetic practices

Desired:

- Previous supervisory experience
- Post Graduate qualification in clinical education or adult teaching.
- Member of NZATS.

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.

Desired:

- Ability to set and meet objectives
- Committed to quality outcomes and service development
- Professional integrity
- Excellent interpersonal and communication skills

- Accepts responsibility for actions
- Ability to “work smarter” by being innovative and proactive
- Ability to “work together” in a truthful and helpful manner

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.