

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

Title	CT Unit Charge
Reports to	CT Team Leader
Location	Christchurch Health Campus and Burwood Hospital
Department	Radiology
Date	27/2/2026
Job band (indicative)	MIT APEX MECA Designated Band C

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:

Support the CT Team Leader in running an efficient and effective CT imaging service.

Key Result Area	Expected Outcomes / Performance Indicators
Daily Operations	<ul style="list-style-type: none"> • CT imaging is delivered according to the policies, procedures and standards set out in departmental protocols. • Undertake clinical imaging. • Ensure CT MIT's understand protocols and procedures for operating equipment and performing examinations, appropriate to their experience level. • Ensure the team are competent in their performance of examination protocols and are appraised regularly, both informally and formally. • Liaise with Section Head, Registrars and Radiologists to assess protocols, prioritise requisitions, and make daily clinical decisions. • Be familiar with the Radiology Service Major Incidents Procedures and be able to coordinate them if required. • Carry out daily/weekly/monthly QA as appropriate. • Perform other duties as requested by the CT Team Leader to assist in the smooth running of the service.
Service Delivery	<ul style="list-style-type: none"> • Ensure the patient is the priority in all activities and role model this to staff.

	<ul style="list-style-type: none"> • Liaise with clinicians and other health professionals to ensure patients are imaged promptly. • Schedule patients fairly, equitably and transparently in line with departmental processes. • Ensure equipment and staffing resources are managed efficiently to optimise productivity. • Monitor waiting list times, workload indicators, overtime, call backs, hours of operation and other workflow metrics on a regular basis. • Ensure triaging processes are applied appropriately. • Work with the Radiology clinical leads to ensure the correct and most suitable imaging techniques and protocols are used. • Ensure patient privacy and confidentiality are always maintained. • Keep the CT Team Leader informed of current operational (technical and staffing) issues and impacts. • Participate in monitoring workloads and waiting times and providing solutions to continuously improve the Radiology service. • Participate in the ongoing support for IANZ accreditation and other regulatory audits.
<p>Supervision & Leadership</p>	<ul style="list-style-type: none"> • Be a positive leader and role model for the team. • Take a leadership role within the CT MIT group and the Radiology Service. • Foster a positive, collaborative team environment. • Possess technical expertise demonstrated in a clinical setting. • Be involved with the ongoing education of colleagues by imparting knowledge, skills and expertise as necessary. • Assist in recruiting new staff and help orientate new team members. • Coordinate and work on the shift and leave roster and provide out-of-hours support to the department when required. • Continuously improve staff rosters and staff development programmes. • Assist the CT Team Leader with staff performance appraisals. Identify formal training needs of staff and develop a plan with each person to achieve. • Champion ongoing education with the team and wider department.
<p>Training</p>	<p>The CT Unit Charge oversees the CT MIT Induction & Training Manual. Ensuring it is up to date and relevant.</p> <ul style="list-style-type: none"> • Make sure trainees are supervised and supported and have access to relevant information. • Make sure trainees are aware of the clinical objectives. • Be involved in the weekly roster assessment of trainees which includes involvement in practical competency evaluations. • Feedback and liaise with the CT Team Leader about any issues relevant to trainees.

<p>Equipment Maintenance</p>	<ul style="list-style-type: none"> • Ensure that imaging equipment operates, safely, efficiently and effectively. • Liaise with service engineers to organise repairs and record all equipment faults following the Radiology service protocols as necessary. • Routine maintenance schedules are arranged around the service needs, minimising down-time and are coordinated with service engineers. • Play a key role in the selection of new equipment for the area.
<p>Te Tiriti o Waitangi</p>	<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.
<p>Equity</p>	<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.
<p>Culture and People Leadership</p>	<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.
<p>Innovation & Improvement</p>	<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.

<p>Collaboration and Relationship Management</p>	<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.
<p>Health & safety</p>	<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.
<p>Compliance and Risk</p>	<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.

Matters which must be referred to the CT Team Leader

- Any operational or service decision-making.

Relationships

External	Internal
<ul style="list-style-type: none"> • Patients and their support people • Vendors/Service providers • Professional bodies • Health providers 	<ul style="list-style-type: none"> • CT Team • Radiology staff • Canterbury clinicians and other staff • Quality team • Maintenance staff • Medical Physics & Bioengineering

About you – to succeed in this role

You will have

Essential:

- New Zealand MRTB registration.
- Experience in implementing Te Tiriti o Waitangi in action.
- A current APC that includes the general scope and no conditions.
- At least 5 years of experience in CT.

Desired:

- Experience in working at a tertiary-level health institution.

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.