

Position Description | Te whakaturanga ō mahi

Health New Zealand | Te Whatu Ora

Title	Clinical Manager - Manawa Simulation Centre
Reports to	Nurse Manager Nursing Workforce Development
Location	Manawa Simulation Centre – Health New Zealand Waitaha
Date	March 2026

The Health System in Aotearoa is in 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.

About the role

The Clinical Manager Simulation is a permanent leadership role based at the Manawa Simulation Centre. The position is responsible for the strategic development, coordination, management, and promotion of high-quality clinical skills and simulation-based education delivered within the Manawa Simulation Centre and across Health NZ Waitaha and Te Tai o Poutini.

The role provides operational and professional leadership for simulation services, oversees centre operations and staffing, leads innovation and quality improvement initiatives, and supports clinical debriefing education and processes. The Clinical Manager Simulation works collaboratively with Health NZ Waitaha, Te Tai o Poutini, and Ara - Institute of Canterbury to ensure equitable, sustainable, and best-practice simulation education outcomes.

The role also undertakes project work, contributes to governance and strategic planning, and provides flexible operational cover for the Manawa Simulation Centre as required.

Key Responsibilities

Te Tiriti o Waitangi

- Actively promote Māori health gain and equitable health outcomes for Māori.
- Support tangata whenua– and mana whenua–led approaches that enable mana motuhake and Māori self-determination in the design, delivery, and evaluation of healthcare.

- Support kaimahi Māori through improved attraction, recruitment, retention, development, and leadership opportunities.

Equity

- Demonstrate a strong commitment to equitable health outcomes for all populations.
- Show awareness of colonisation, systemic inequities, and power relationships within healthcare.
- Practise critical self-reflection and cultural self-awareness to improve service delivery.
- Actively advocate for equity and support Māori-led and Pacific-led initiatives and responses.

Management of Manawa Simulation Centre

- Provide day-to-day operational management leadership and planning for the Manawa Simulation Centre to ensure sustainable high-quality service that contributes to the achievement of organisational goals.
- Overall management of simulation floor room bookings, equipment allocation, and staffing support for Health NZ Waitaha and in conjunction with Ara.
- Provide day to day line management and leadership for the simulation technician workforce, inclusive of rostering, leave, performance support and professional development. .
- Coordinate and manage external bookings of the Manawa Simulation Centre and resolve booking conflicts and operational issues professionally.
- Develop and implement efficient systems and processes that meet the needs of all partners.
- Liaise with service and equipment providers to ensure high-quality service delivery.
- Ensure evidence based best-practice standards are applied across all simulation and clinical skills training activities.

Education, Training, and Professional Support

- Establish and maintain effective communication with educators, instructors, and all clinical teaching staff from both Health NZ and Ara.
- Provide expert guidance on best practice in simulation-based education and clinical skills training.
- Design, deliver, and support professional development for simulation instructors and clinical teaching staff.
- Ensure appropriate and effective use of simulation resources to optimise learning outcomes.
- Collaborate with clinical staff delivering in-situ simulation and clinical skills education.

Innovation and Programme Development

- Lead and support the innovative design and development of simulation training equipment.
- Facilitate and support interprofessional and interorganisational simulation-based programmes.
- Collaborate with all health professions in relation to simulation and education projects.
- Develop and deliver clinical skills and simulation programmes that reflect current best practice and local clinical data.

Collaboration and Partnerships

- Develop strong, collaborative relationships with Te Papa Hauora partners.
- Work in partnership with Ara to ensure equitable access to facilities, resources, and staffing.
- Jointly manage equipment purchasing, booking systems, and workforce arrangements for Manawa.
- Facilitate and contribute to joint business cases, partnership documents, and governance requirements.
- Professionally manage and resolve disputes, complaints, or operational issues related to the Manawa Simulation Centre.

Resource, Financial, and Asset Management

- Develop and maintain systems to monitor utilisation of simulation facilities and training resources.
- Oversee the procurement of simulation equipment using transparent and effective processes.
- Maintain an accurate equipment database, including maintenance, cleaning schedules, and loan tracking.
- Ensure training equipment is accessible to all Health NZ Waitaha staff regardless of location.

Planning, Budgeting, and Governance

- Develop annual operational plans and work with management accountant and Nurse Manager, Nursing Workforce & Development, re. budgets, including expenditure and revenue forecasting.
- Review and update external user fee schedules annually.

- Prepare and submit business cases for capital expenditure (CAPEX).
- Collaborate with procurement specialists on quotes and purchasing decisions.
- Chair the Simulation Operational Group and participate in the Simulation Governance Group.

Leadership, Innovation, and Representation

- Lead simulation innovation projects in collaboration with Biomedical Engineering and other relevant parties.
- Promote excellence, sustainability, and consistency in simulation-based education.
- Represent Health NZ Waitaha Simulation nationally and internationally.
- Present at conferences, seminars, and webinars and maintain professional networks.
- Identify, test, and introduce emerging simulation initiatives and technologies.

Clinical Debriefing Leadership

- Participate in the delivery of clinical debriefing and training for Health NZ Waitaha.
- Coordinate and support clinical debriefing activities with clinical leads.
- Collaborate with Quality and Kaimahi Hauora teams.
- Provide reports and updates to clinical, executive, and national leadership as required.

Other Duties

- Undertake additional duties as reasonably requested by the Nurse Manager, Nursing Workforce & Development, including operational support during events such as ECC activations.

Relationships

External:

- Patients, health consumers and whānau
- Health sector partners and contract providers
- Ara, University of Otago, Canterbury University and other tertiary education providers
- Nurse Maude Simulation and Assessment Centre
- Clinical and simulation product suppliers
- Regulatory and professional bodies
- Primary and Community Health Providers

Internal:

- Nursing Workforce Development Team
- Professional Development Unit
- Allied Health, Scientific and Technical Teams
- Chief Medical Office, Chief Nurse, Chief Allied Health Scientific and Technical and Chief Midwife
- Clinical educators and specialist teams
- Medical, nursing, midwifery and allied health staff involved in education and training
- Regional Clinical Wellbeing role (People & Culture)

About You – To succeed in this role

Essential

- Current professional registration within Health including a valid practising certificate
- Minimum 7 years post-registration clinical experience
- Master's-level postgraduate qualification in Health Science (or equivalent)
- Experience of design, delivery and evaluation of learning and development interventions
- Demonstrated health leadership and project management experience
- Expertise in simulation-based education and clinical debriefing
- Strong organisational, administrative, and financial management skills
- Ability to develop strategic, business, and educational documents
- Effective communicator with strong interpersonal skills
- Demonstrated commitment to Te Tiriti o Waitangi and equity principles
- Ability to work independently, manage competing priorities, and remain calm and adaptable
- Commitment to interprofessional education and collaborative practice

Our Wellbeing, Health and Safety

Within Health New Zealand Waitaha we're committed to promoting a culture where our people's wellbeing, health and safety is at the core of everything we do. We're committed to a healthy and safe working environment to enable everyone to return home safe and well every day. We're driving for a positive, inclusive, engaging culture where our people feel safe and engaged in their work.

We know that it's important to look after yourself, in order to provide the best possible care to our community. We are all responsible for the health and safety of ourselves and each other. We need to work together to ensure wellbeing, health and safety risks do not put our people at risk of harm.