

# Position Description | Te whakaturanga ō mahi

## Health New Zealand | Te Whatu Ora

*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.*

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|---------------------------------------------|---------------------------------------------------------------|
| <b>Title</b>                                | Unit Charge -Radiology                                        |
| <b>Reports to</b>                           | Team Leader                                                   |
| <b>Location</b>                             | Christchurch                                                  |
| <b>Department</b>                           | Radiology                                                     |
| <b>Date</b>                                 | 05-08-2026                                                    |
| <b>Salary band (indicative)<sup>i</sup></b> | APEX Medical Imaging Technologist MECA<br>Designated C1 to C3 |
| <b>Children's Worker role<sup>ii</sup></b>  | Yes                                                           |

Better Health, Better Care, Every Day.

Health New Zealand | Te Whatu Ora is committed to providing high-quality healthcare for all New Zealanders. We are focused on improving access to care, delivering better health outcomes, achieving national health targets, and ensuring the long-term sustainability of our health system.

We know that great healthcare starts with great people. That's why we are committed to building a high-performing, inclusive workplace where our people are supported to grow, contribute, and make a real difference for patients, whānau, and communities across Aotearoa.

### About the role

The primary purpose of the role is to:

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

| Key Result Area  | Expected Outcomes / Performance Indicators                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Daily Operations | <ul style="list-style-type: none"> <li>Imaging is delivered according to the policies, procedures and standards set out in departmental protocols.</li> <li>Undertake clinical imaging.</li> <li>Ensure the team are competent in their performance of examination protocols and are appraised regularly, both informally and formally.</li> <li>Ensure staff understand and adhere to safety procedures.</li> <li>Liaise with Section Head, Registrars and Radiologists to assess protocols, prioritise requisitions, and make daily clinical decisions.</li> <li>Be familiar with the Radiology Service Major Incidents Procedures and be able to coordinate them if required.</li> <li>Carry out daily/weekly/monthly QA as appropriate.</li> <li>Perform other duties as requested by the Team Leader to assist in the smooth running of the service.</li> </ul> |

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| <b>Service Delivery</b>             | <ul style="list-style-type: none"> <li>• Ensure the patient is the priority in all activities and role model this to staff.</li> <li>• Liaise with clinicians and other health professionals to ensure patients are imaged promptly.</li> <li>• Schedule patients fairly, equitably, and transparently in line with departmental processes.</li> <li>• Ensure equipment and staffing resources are managed efficiently to optimise productivity.</li> <li>• Ensure triaging processes are applied appropriately.</li> <li>• Work with the Radiology clinical leads to ensure the correct and most suitable imaging techniques and protocols are used.</li> <li>• Ensure patient confidentiality, privacy, and information security are always maintained.</li> <li>• Keep the Team Leader informed of current operational (technical and staffing) issues and impacts.</li> <li>• Participate in monitoring workloads and waiting times and providing solutions to continuously improve the Radiology service.</li> <li>• Participate in the ongoing support of regulatory audits.</li> </ul> |
| <b>Supervision &amp; Leadership</b> | <ul style="list-style-type: none"> <li>• Be a positive leader and role model for the team.</li> <li>• Take a leadership role within the imaging team and the Radiology Service.</li> <li>• Foster a positive, inclusive, and collaborative team environment.</li> <li>• Possess technical expertise demonstrated in a clinical setting.</li> <li>• Be involved with the ongoing education of colleagues by imparting knowledge, skills and expertise as necessary.</li> <li>• Support staff onboarding, orientation, and training.</li> <li>• Coordinate and work on the shift and leave roster and provide out-of-hours support to the department when required.</li> <li>• Continuously improve staff rosters and staff development programmes.</li> <li>• Assist the Team Leader with staff performance appraisals. Identify formal training needs of staff and develop a plan with each person to achieve.</li> <li>• Champion ongoing education with the team and wider department.</li> </ul>                                                                                           |
| <b>Training</b>                     | <ul style="list-style-type: none"> <li>• Oversee the relevant Induction &amp; Training Manual and ensure it is up to date and relevant.</li> <li>• Make sure trainees are supervised and supported and have access to relevant information.</li> <li>• Make sure trainees are aware of the clinical objectives.</li> <li>• Be involved in weekly roster assessments of trainees which includes involvement in practical competency evaluations.</li> <li>• Feedback and liaise with the Team Leader about relevant issues.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Equipment Maintenance</b>        | <ul style="list-style-type: none"> <li>• Ensure that imaging equipment operates safely, efficiently and effectively.</li> <li>• Liaise with service engineers to organise repairs and record all equipment faults following the Radiology service protocols as necessary.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

|                             | <ul style="list-style-type: none"> <li>• Routine maintenance schedules are arranged around the service needs, minimising down-time and are coordinated with service engineers.</li> <li>• Play a key role in the selection of new equipment for the area.</li> </ul>                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Key Result Area             | Expected Outcomes / Performance Indicators                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Access and Outcomes</b>  | <ul style="list-style-type: none"> <li>• Supports efforts to improve access to services and achieve better outcomes for the communities we serve.</li> <li>• Uses evidence and insights to identify barriers and opportunities for improvement.</li> <li>• Contributes to inclusive, responsive, and effective service delivery.</li> </ul>                                                                                                                                                                                                                                                                     |
| <b>Te Tiriti o Waitangi</b> | <ul style="list-style-type: none"> <li>• Demonstrates a commitment to understanding and applying Te Tiriti o Waitangi in a practical and appropriate way.</li> <li>• Supports initiatives that improve outcomes for Māori and strengthen relationships with Māori partners and stakeholders.</li> <li>• Contributes to an inclusive workplace that values diversity and supports the attraction, development and retention of Māori employees.</li> </ul>                                                                                                                                                       |
| <b>Health &amp; safety</b>  | <ul style="list-style-type: none"> <li>• Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives.</li> <li>• 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.</li> <li>• Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.</li> </ul> |
| <b>Compliance and Risk</b>  | <ul style="list-style-type: none"> <li>• Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place.</li> <li>• Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit.</li> <li>• Understands, and operates within, the financial &amp; operational delegations of their role, ensuring peers and team members are also similarly aware.</li> </ul>                                                                                                                                              |

## Culture and People Leadership

*(This section is applicable only to leadership roles – do not amend. Delete for non-leadership roles.)*

- Provides visible, effective leadership that aligns people, resources, and effort to organisational priorities and outcomes.
- Builds high-performing teams through coaching, development, succession planning, and a commitment to continuous learning.
- Creates an inclusive and engaging workplace where people are supported to contribute, grow, and succeed.
- Builds trusted relationships with stakeholders and works collaboratively to deliver sustainable outcomes.
- Fosters a culture of accountability, innovation, and continuous improvement, ensuring people and organisational performance support strategic objectives.

- Champions values-based leadership and promotes a positive organisational culture that supports wellbeing, performance, and service excellence.

### **Matters which must be referred to your manager**

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.
- Any operational or service decision-making.
- Changes that may impact your ability to perform your role.
- Health and safety concerns.

### **Relationships**

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

### **About you – to succeed in this role**

#### **You will have**

#### **Essential:**

- New Zealand MRTB registration.
- A current valid APC with no conditions.
- Strong verbal and written communication skills.
- Good organisational skills and an ability to prioritise work.
- A minimum of five years' experience in the relevant imaging specialty.

#### **Desired:**

- Experience in implementing Te Tiriti o Waitangi in action.
- Experience in working at a tertiary-level health institution.
- Experience within Radiology or a large hospital service.
- Experience in performance development and management of a team.

#### **You will be able to**

#### **Essential:**

- Deliver results through effective planning, sound judgement, and personal accountability.
- Build trusted relationships and works collaboratively to achieve shared goals.
- Communicate clearly and adapts their approach to different audiences and situations.
- Demonstrate curiosity, adaptability, and a commitment to continuous improvement.
- Maintain high standards of professionalism, integrity, and ethical behaviour.
- Contribute to a positive, inclusive, and safe working environment.

- Take responsibility for their own development and supports the development of others where appropriate.

**Desired:**

- Lead and support staff in a way that builds confidence, accountability, and engagement.
- Organise and prioritise competing demands in a fast-paced environment.
- Communicate clearly and professionally with staff, patients, and stakeholders.
- Contribute to service improvement and problem-solving.
- Demonstrate self-awareness, integrity, and commitment to continuous improvement

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<sup>i</sup> Salary band reference is for internal benchmarking and role sizing purposes only. The salary band designation is not a term or condition of employment and may be changed by the HNZ. Changes to the salary band will not affect an employee's current salary or remuneration.

<sup>ii</sup> The Children's Act 2014 makes provisions for the protection of children and helping them thrive, achieve and belong. At Health New Zealand, we safety check every children's worker. The purpose of this safety check is to reduce the risk of harm to young people and is a legal requirement for those employed in work that involves contact with children and young people including face-to-face, over the phone, or email contact. It is part of our commitment to ensuring the wellbeing and safety of children and young people. Your continued employment with Health NZ is conditional on a satisfactory safety check.