

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

Title	Charge Anaesthetic Technician		
Reports to	Perioperative Service Manager		
Location	Waitaha and Te Tai o Poutini		
Department	Anaesthetic Technician Department		
Direct Reports	80 -100 with delegations to Team Leaders	Total FTE	Approx 90
Budget Size	Opex \$2000	Capex	Delegated by SM
Delegated Authority	HR		Finance
Date (the PD is finalised)	May 2026		
Salary band (indicative)*	Allied Health Designated Salary Band D, Step 1 – 3, or SNR equivalent		

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.

Organisation Vision:

Te Whatu Ora Waitaha Canterbury vision is to improve, promote, and protect the health and well-being of the Canterbury community

Organisational Values:

- Care and respect for others. Manaaki me te whakaute I te tangata
- Integrity in all we do. Hāpai i ā mātou mahi katoa i runga i te pono.
- Responsibility for outcomes. Te Takohanga I ngā hua

About the role

The primary purpose of the role is to:

Provide day to day leadership, operational management and planning for the Anaesthetic Technician and Registered Nurse Anaesthetic Assistant team to deliver a sustainable, high-quality service that contributes to the achievement of organisational goals.

Provides clinical leadership for the profession (Waitaha and Te Tai o Poutini) with a focus on workforce development, safe and high-quality care, outcomes focused practice and integration that support strategic development and organisational priorities.

Provides senior leadership to facilitate the ongoing development of best practice, promotion of inter-disciplinary models of care and professional development, lead service delivery changes and practice development to meet improved consumer outcomes and local or national reporting requirements, and develop, maintain and evaluate organisational systems to facilitate delivery of safe, quality care.

Participates with the service leadership team, in the development and maintenance of effective systems of care and to provide expert input into the strategic leadership and day to day management of allocated service area.

Key Result Area	Expected Outcomes / Performance Indicators
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. • Shows a willingness to personally take a stand for equity. • Supports Māori-led and Pacific-led responses.
Operational Leadership	<ul style="list-style-type: none"> • Effective staffing of all areas according to the agreed schedules • Supervision, oversight and coordination of staff and within the team including: <ul style="list-style-type: none"> • Recruitment • Onboarding • Capacity Planning • Coordination Planning • Coordination (placement, leave management) • Offering basic HR, wellbeing and health and safety advice and referral pathways for escalation when required, supporting HR investigations and processes when required. • Ensuring timely oversight of Microster and Max case submissions • Having regular success and development conversations and ensuring annual performance appraisals and reviews for all staff.
Professional Leadership	<ul style="list-style-type: none"> • Ensuring regulatory obligations around registration and annual practising certificates are maintained. • Providing opportunities for staff to develop their professional practice throughout their career. • Developing a leadership framework that provides a pathway for career development and meeting the needs of the service • Ensuring opportunities for professional development are provided and accessible for team members • Professional leadership and supervision of clinical activity and practice, through provision of expert clinical advice, consultation and support to clinical practitioners, while working within professional or occupational policies and be accountable for own professional actions. • Determining how relevant national, regional or organisational policies, legislation and initiatives should be put into practice,

	and take appropriate actions as well as facilitate your colleagues understanding and integration to these.
Cultural Leadership	<ul style="list-style-type: none"> • Ensuring cultural safety is upheld and developed for staff and patients. • Ensuring Te Tiriti principles are embedded into workplace practice and policy development • Championing positive workplace behaviours and establishing accountability for negative behaviours.
Strategic Leadership	<ul style="list-style-type: none"> • Contributing towards strategic planning and leadership within the department and perioperative service as part of the wider clinical and operational leadership team. This can include but is not exclusive to reviewing models of care and service provision and ensuring proactive resource planning • Setting targets and goals for the department, and supporting corresponding informatics processes, such as data gathering and reporting (KPIs, incident management)
Quality	<ul style="list-style-type: none"> • Ensuring a quality service is provided in your area of expertise by taking an active role in quality activities, identifying areas of improvement • Service policy, procedures and guidelines are developed and reviewed, documented and implemented appropriately • Involved in service and policy development by commenting, proposing changes, creating and/or actively implementing policy within the section department, service directorate or the whole organisation including support to staff to participate in and contribute to quality improvement activities. • Carrying out clinical / non-clinical audits, initiating, developing, co-ordinating and/or implementing research and development programmes and activities, as well as carrying out research and development work aligned with these or other programmes within the team, service or department, occasionally carrying out and/or participating in research and development, clinical trials and equipment testing. • Driving, supporting and/or facilitating projects and project related work, participation in steering groups and consultation processes.
Resource Management	<ul style="list-style-type: none"> • Ensuring consumable stock management processes support delivery of perioperative services • Ensuring routine maintenance of capital equipment • Ensures capital equipment is replaced as appropriate • Contributes to the capital planning process as required and in a timely manner including replacement planning and new equipment. • Ensures the effective implementation of new technologies.

Professional and Personal	<ul style="list-style-type: none"> • Demonstrates principles of Te Tiriti and cultural safety within own clinical practice • Responsible for own professional development, ensuring APC requirements are met • Maintain professional CPD portfolio • Take responsibility for own learning by recognising personal training and skill needs and undertaking professional development activities on an ongoing basis • In partnership, fulfil your own responsibilities with Canterbury's performance review process • Adhere to Anaesthetic Technicians scope of practice (MSC) and code of ethics.
Health & 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.

Person Specification

Leadership Capabilities A person with this leadership focus is someone that has direct line management responsibilities for other leaders. Their core focus is to build and connect teams as well as grow and develop strong effective leaders.	
Dimension	Description
Cultural Responsiveness	Works proactively with Māori to uphold the principles of Te Tiriti o Waitangi and implements Waitaha Canterbury and Te Tai O Poutini West Coast's vision of ensuring equitable outcomes for Māori
Enhancing Team Performance	Build cohesive and high performing teams; to deliver collective results that are more than the sum of individual efforts.
Achieving Through Others	Effectively delegate and maintain oversight of work responsibilities; to leverage the capability of people to deliver outcomes for the people we care for.
Identifying and Developing Talent	Encourage and support diversity and build the people capability required to deliver outcomes
Achieving Goals	Demonstrate drive, optimism, and focus as well as the ability to translate strategy into action; to make things happen and achieve outcomes.
Self- Aware	Understands their impact on others and strengthen personal capability over time.
Resilient and Adaptive	Show composure, resolve, and a sense of perspective when the going gets tough. Helps others maintain optimism and focus.
Honest and Courageous	Delivers clear messages and makes decisions in a timely manner; to advance the longer-term best interests of the people we care for.

Matters which must be referred to the Perioperative Service Manager

- Concerns identified during contact with clients/whanau/carers/providers
- Role expectations, personal training and development requirements
- Changes that may impact your ability to perform your role
- Health and safety concerns

The dominant pillars of this role are Leadership & Management, and Service Improvement. Service need will determine if these roles are required to provide direct patient/client intervention, though the Clinical Practice pillar remains relevant through oversight and expectations of ensuring others are delivering safe and quality clinical practice.



Relationships

External	Internal
<ul style="list-style-type: none"> • As required • New Zealand Anaesthetic Technicians Society Inc • Local, Regional and National Charge Anaesthetic technicians or equivalent (public and private) • Medical Sciences Council of New Zealand • Locum Agencies • Technology Vendors • Union organisers 	<ul style="list-style-type: none"> • Team Leaders, Clinical Educator • Professional Development Coordinators • Anaesthetic Technicians RNAA's • Anaesthetists • Theatre Team members – Surgeons, PACU, Operating Dept Assistants, Nursing staff • Theatre Nurse Manager • Theatre Coordinator • Clinical Engineering Dept • Director of Allied Health CHCH Campus and Office of the Executive Director of Allied Health, Scientific and Technical <ul style="list-style-type: none"> • Service Manager for Anaesthesia • Clerical and Administrative staff

	<ul style="list-style-type: none"> • Other multi-disciplinary team members involved with the care and management of patients in the perioperative service • RNAA Trainees • Locum Staff • Enabling Divisions of Te Whatu Ora Finance • People and Communication • Data and Digital • Supply and Procurement • Facilities
<p>Supervisory Responsibilities</p>	<ul style="list-style-type: none"> • Team Leaders • Clinical Educator • Professional Development Coordinator • Anaesthetic Technicians • Registered Nurse Anaesthetic Assistants • Locum Anaesthetic Technicians and RNAA's • Trainees and Students

About you – to succeed in this role

<p>You will have</p>	<p>Essential:</p> <ul style="list-style-type: none"> • NZ Registration with Medical Sciences Council or Nursing Council • A current Annual Practising Certificate with the relevant professional body and scope of practice. • Minimum 5 years of clinical work experience in the relevant field of specialty and environment, and in-depth knowledge of the health sector and issues affecting tāngata whaiora and equality of healthcare. • Experience in people leadership and/or management. • Knowledge of change management and Quality Improvement methodology supplemented by experience leading change, projects, as well as practice and quality improvement initiatives across the service. • Knowledge in financial management and experience managing budgets appropriately. • Experience with clinical teaching/supervision, training and development of staff.
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- Experience making judgements in complex situations where there is incomplete information or solutions are not obvious.
- Post-graduate diploma (leadership or clinical), or certificate with evidence of ongoing professional development or commitment to complete post graduate qualifications within the role.
- Knowledge of NZ Health & Disability sector standards and the Privacy Act within a health context.

Desired:

- Experience in implementing Te Tiriti o Waitangi in action.

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.
- With the support of Health NZ, proactively take care of your own health and safety, to ensure a safe and supportive work environment.
- 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.
- Be proficient in email, word processing, and accessing computerised patient and staff databases.

**Personal
Attributes**

- Lifelong learner
- Ability to demonstrate humility
- Ability to “work together” in a truthful and helpful manner.
- Ability to “work smarter” by being innovative and proactive.
- Accepts responsibility for actions.
- Ability to provide inspirational and motivational leadership.
- Excellent interpersonal and communication skills
- Ability to engage with healthcare professionals with a variety of backgrounds.
- Enthusiasm.

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.

**The reference to salary band in this position description is for internal benchmarking and role sizing purposes only. The salary band designation does not form a term or condition of employment and may be changed by the employer at any time. In accepting a Health NZ employment agreement you acknowledge and accept this. Changes to the salary band will not affect an employee’s current salary or remuneration.*