

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.

Title	Nurse Coordinator - Projects
Reports to	Nurse Manager Nursing Workforce Development
Location	Christchurch
Department	Nursing Workforce Development
Date	19/08/2025
Salary band (indicative)ⁱ	Senior Nurse Grade 1
Children's Worker roleⁱⁱ	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:

Health NZ Nursing Workforce Direction:

- The Nurse Coordinator shares accountability and works in partnership with the NWDT Team and Manager, Chief of Nursing, and Directors of Nursing to implement Te Whatu Ora - Health NZ's current nursing workforce direction and workplan

SFYP Programme Delivery

- The Nurse Coordinator collaborates with the NWDT and Recruitment teams to deliver the SFYP programme

Nursing Career Promotion

- The Nurse Coordinator leads nursing career promotion initiatives, including participation in secondary school career expos and other recruitment activities

Nursing Workforce Initiatives

- The role is involved in the project management and delivery of specialist nursing initiatives across HNZ Waitaha, such as collaborating on the implementation of the Fundamentals of Nursing Care programme.

Nursing Workforce Development Team (NWDT) is responsible for:

- Dedicated Education Unit (DEU) / Nursing Ākonga Facilitation
- Supported First Year of Practice (SFYP) programme - formally Nurse Entry to Practice Programme (NETP)

- Enrolled Nurse Supported into Practice Programme (ENSIPP)
- Professional Development Recognition Programme (PDRP)
- Clinical Simulation
- Postgraduate Education
- Aged Residential Care Workforce Liaison
- Specialist Nursing Projects
- Nursing Recruitment Initiatives
- Manawa Building operations.

Key Result Area	Expected Outcomes / Performance Indicators
Equity	• 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.
Innovation & Improvement	• 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	• 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.
Key Result Area	Expected Outcomes / Performance Indicators
Access and Outcomes	• Supports efforts to improve access to services and achieve better outcomes for the communities we serve. • Uses evidence and insights to identify barriers and opportunities for improvement. • Contributes to inclusive, responsive, and effective service delivery.
Te Tiriti o Waitangi	• Demonstrates a commitment to understanding and applying Te Tiriti o Waitangi in a practical and appropriate way. • Supports initiatives that improve outcomes for Māori and strengthen relationships with Māori partners and stakeholders. • Contributes to an inclusive workplace that values diversity and supports the attraction, development and retention of Māori employees.

Health & safety	- 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	- Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. - 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 your manager

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.

Relationships

External	Internal
- Ara - Te Pūkenga - University of Canterbury - University of Otago - Other Tertiary Education Providers as required - Professional & Industrial organisations - National & regional professional bodies - New Zealand Nursing Council - Advanced Choice of Employment (ACE) - Careers and Transition Education Association New Zealand (CATE) - Wider Waitaha Health System Partners	- Nursing Manager NWDT - NWDT kaimahi - Chief of Nursing - Directors of Nursing - Nursing Leaders Waitaha - Nursing and Healthcare staff - Recruitment - Quality and Patient Safety Team - People and Communications Team

About you – to succeed in this role

You will have

Essential:

- Registered with Nursing Council of New Zealand as a Registered Nurse for more than 5 years
- Holds a current Annual Practising Certificate

- Holds a relevant post-graduate qualification, minimum a post graduate diploma (or near completion) in Nursing, and/or Adult Teaching and Learning.
- Demonstrated knowledge of the Te Tiriti o Waitangi and commitment to addressing inequity for Māori
- Demonstrated experience in a senior nursing position
- Demonstrated commitment to quality, patient safety processes throughout the organisation
- Demonstrated ability to advancing and meeting the health system needs in relation to the nursing workforce
- Experience in leading change and service quality improvement initiatives.

Desired:

- Experience leading health innovation to enable transformational change to be implemented and operationalised.
- Broad clinical practice in nursing and clinical teaching experience across the health sector.

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.
- 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.
- 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.

- Proven capabilities in project management, adult teaching and learning

Desired:

- Contribute to cohesive and high performing teams; to deliver collective results that are more than the sum of individual efforts.
- Understand their impact on others and strengthen personal capability over time.
- Show composure, resolve, and a sense of perspective when the going gets tough. Helps others maintain optimism and focus.
- Demonstrate drive, optimism, and focus; to make things happen and achieve outcomes.

ⁱ 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.

ⁱⁱ 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.