

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	Associate Clinical Nurse Manager
Reports to	Neonatal Nurse Manager
Location	Christchurch
Department	Neonatal Service
Date	April 2025
Salary band (indicative)ⁱ	NZNO Senior Nursing Salary Scale, Grade 2 Step 1 - 3
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

To provide clinical co-ordination and professional leadership, support, guidance and coaching to nursing staff of the Neonatal Service on a shift-by-shift basis.

To ensure the provision of safe, effective quality care to infants and families with the best use of available resources by managing emergencies and occurrences within the Neonatal Service

To provide leadership, promote best practice within the Service and co-ordinate the activities associated with the individual speciality focus each (ACNM) is responsible for.

Key Result Area	Expected Outcomes / Performance Indicators
Articulates scope of nursing practice and its advancement.	- Has personal philosophy of Neonatal nursing with evidence-based practice approach to care. - Defines own scope of practice within the Neonatal setting, encompassing health promotion, maintenance of health, preventative care, rehabilitation and / or palliative care. - Applies and adapts advanced nursing knowledge, expertise, and evidence-based care to improve health outcomes for patients across the continuum, within the scope of practice. - Uses systematic inquiry processes to respond to the needs of infants and families.

	• Generates new approaches to the extension of Neonatal nursing knowledge and delivery of expert care. • Practice includes discharge planning, CPR instruction for families and staff, individualised care plans, research awareness / best practice, journal club.
Shows expert practice working collaboratively across settings and within interdisciplinary environments.	• Provides leadership and consultancy for Neonatal Service. • Works in partnership with families acknowledging individual's beliefs and practices, including demonstrating culturally safe practice. • Undertakes and facilitates the day to day running of the unit including safe staffing levels, management of resources, teaching, and mentoring. • Makes up part of emergency response team within own hospital and outlying birthing units. • Utilises peers with specialist knowledge e.g., lactation consultant. • Uses advanced diagnostic inquiry skills. • Uses and develops creative and innovative approaches to Neonatal care and nursing practice. • Manages complex situations. • Rapidly anticipates situations. • Models' expert skills within the clinical area. • Applies critical reasoning to nursing practice issues and decisions. • Uses and interprets laboratory and diagnostic tests. • Recognises limits to practice and consults appropriately.
Shows effective nursing leadership and consultancy.	• Takes a leadership role in complex situations across settings and disciplines. • Demonstrates skilled mentoring and teaching skills. • Leads case reviews and debriefing activities. • Initiates change and responds proactively to changing systems. • Acts as an effective nursing resource. • Endeavours to receive clinical supervision. • Facilitates positive team building practices. • Utilises resources such as staff allocation, skill mix, transport organisation. • Manages day to day emergency admissions, bed status internally and country wide. • Supports mentoring within the unit and teaches on both a formal and informal basis. • Actively participates in and runs unit meetings as required. • Performs performance appraisals on direct reports (equally allocated number amongst all ACNM. Identifies appropriate training and development needs. • Supports Nurse Educator and preceptors in ensuring the Outcome Process Standards for Neonatal Services and Policy and Procedures for WHD and CDHB are upheld. • Participates in recruitment process e.g., interviews and orientation for new staff to Neonatal Service as required.

	• Performs formal presentations at conferences, study days and forums. • Contributes to monthly reports, service management meetings, nurses' meetings, and own performance appraisal. • With other members of the clinical coordinator group will be responsible for putting together the nursing roster.
Develops and influences health / socio-economic policies and nursing practice at a local and national level.	• Contributes and participates in national and local health / socio-economic policy. • Demonstrates commitment to quality, risk management and resource utilisation. • Challenges and develops clinical standards. • Evaluates health outcomes and response helps shape policy. • Exposure to documents that relate to child health enabling consultation and discussion of national and international issues that may affect unit at local level. • Examples include committees such as Quality Health, NNCA, flight nurses, liaison with local community groups e.g., Neonatal support group, • Other examples: quality planner, OPS, audits, research, and journal groups.
Shows scholarly research inquiry into nursing practice.	• Evaluates health outcomes and in response helps shape nursing practice. • Determines evidence-based practice through scholarship and practice. • Reflects and critiques the practice of self and others. • Influences purchasing and allocation through utilising evidence-based research findings. • Influences and changes practice through research, audit, and best practice e.g., trial evaluations of new products and best practice audits. • Maintains professional portfolio. • Committed to personal and professional development.
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.

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

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

Relationships

External	Internal
- Lead Maternity Carers - Plunket Nurses - Early Intervention - St John - Other Regional NNU's - Speciality Social Services, - Speciality focus liaisons as appropriate	- ACNM Team - Neonatal - Nurse Manager - Neonatal Educator - Clinical Director, Neonatal service - Medical Staff - Neonatal Transport Team members/ Neonatal Transport Consultant - Neonatal Nurse specialists / advanced / practitioners

	• Discharge and outreach team leader • Discharge facilitator • Neonatal Outreach Nurses • Allied health staff - including Physiotherapist, Dietician, Speech Language Therapist, Ward Receptionist, Hospital Aids, Technical Services • Social Workers • Maori Health Worker • Neonatal infant feeding team • Hospital and milk room aides • Maternity Services • Lactation Consultant • Child Health Services • Duty managers
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About you – to succeed in this role

You will have

Essential:

- Registered Nurse
- Current practising certificate
- Minimum 5 years Level 3 neonatal experience
- Neonatal certificate or relevant post registration qualification
- Proven leadership skills
- Commitment to the CDHB PDRP programme
- Excellent interpersonal skills and the ability to establish and build upon working relationships effectively in order to successfully achieve outcomes.
- A balanced and informed approach to problem solving, as well as managing situations involving change, stress and conflict.
- A pro-active, goal orientated and focused approach to the tasks and responsibilities associated with the role.
- The ability to plan and prepare for outcomes on the basis of priority and effective management of time.
- Effective teaching / mentoring skills.
- Acts as a role model for other staff
- Upholds confidentiality with a reputation for high integrity and discretion.
- Computer literate
- Ability to think conceptually and strategically.

Desired:

- Good facilitation skills
- Middle management skills
- Postgraduate education

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.
- 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.

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.