

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	Professional Development Facilitator – Allied Health, Scientific & Technical (AHST)
Reports to	Director of Allied Health Workforce
Location	Christchurch
Department	Allied Health Scientific & Technical Workforce Team - CAHST Office, Canterbury Waitaha & West Coast Te Tai o Poutini
Date	01.10.2026
Salary band (indicative)ⁱ	PSA Allied Public Health Technical & Scientific SECA Scale 5.2.5 Designated Educator Tier 2 Grade C
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:

Facilitates professional development programs across the Allied Health, Scientific and Technical (AHST) workforce. It is focused on enabling interprofessional collaboration, identifying workforce capability needs, and supporting the delivery of consistent, high-quality education and development frameworks across Canterbury and West Coast. The role operates by leveraging existing expertise within the workforce to build capability, support innovation, and improve service delivery outcomes.

The position enables and supports the provision of a range of professional learning and development solutions that develop the capability of the allied health scientific and technical professions. The position also supports key workforce development initiatives that align to the overall strategic direction of the organisation.

As a member of the Allied Health Scientific & Technical Workforce Team, reporting through to the Chief Allied Scientific & Technical (CAHST), you will actively support and enable the Canterbury and the West Coast Districts Strategic Direction and the aligned Allied Health Scientific & Technical Strategic Plan.

This position is based in Christchurch, but the role holder will be expected to work across multiple locations in Canterbury & the West Coast.

Key Result Area	Expected Outcomes / Performance Indicators
Leadership & Management	• Promotes professional development, clinical excellence and evidence-based practice across AHST. • Co-leads development of interprofessional education programmes • Develops and implements district wide workforce education plans • Has strategic overview of training initiatives including orientation, career progression and assistant workforce education. • Effectively prioritises and manages workloads across districts.
Professionalism	• Maintains high professional standards and integrity • Ensures practice aligns with relevant professional regulatory/professional requirements. • Builds and sustains professional networks. • Ensures practice aligns with relevant professional regulatory/professional requirements. • Builds and sustains professional networks. • Responds to stakeholders in a timely and professional manner.
Professional Development & Research	• Actively engages in own professional development. • Identifies learning needs and seeks development opportunities. • Contributes to workforce capability and knowledge sharing.
Communication	• Communicates clearly across diverse professional groups. • Provides accurate and timely reports. • Presents and shares information in a health-literate and accessible way. • Contributes to organisational communication and knowledge sharing.
Innovation & Improvement	• Identifies and implements service improvement initiatives. • Supports innovation in workforce development and education delivery. • Maintains awareness of leading practice.
Collaboration & Relationships	• Builds strong internal and external relationships. • Supports interdisciplinary collaboration. • Works across services to ensure aligned workforce development approaches.
Quality	• Participates in quality improvement activities. • Supports development of policies and best practice guidelines. • Ensures alignment with organisational standards and strategic priorities.

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

- 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.
- Concerns identified during contact with colleagues/clients/whānau/carers/other providers

- Role expectations, personal training and development requirements
- Changes that may impact your ability to perform your role
- Health and safety concerns [insert other matters which must be referred]

Relationships

External	Internal
• Professional bodies, education providers, workforce development agencies, regulatory authorities, Te Waipounamu and National AHST workforce & educator networks.	• CAHST Waitaha and Te Tai o Poutini, AHST Directors, clinical leaders, managers, workforce, People & Capability, Quality teams, Medical Nurse and Midwifery educators & workforce teams.

About you – to succeed in this role

You will have

Essential:

- Advanced experience, education and/or qualification in the area of specialty that is applicable to the role.
- NZ Registration with the relevant professional body.
- A current Annual Practicing Certificate with the relevant professional body and scope of practice.
- Full Drivers Licence
- Experience with clinical teaching/supervision, training and development of staff
- Experience making judgements in complex situations where there is incomplete information or solutions are not obvious.
- Strong facilitation, communication, organisational and relationship management skills
- Ability to work independently and across disciplines.
- Demonstrated knowledge for the NZ health sector.
- Ability to build and sustain relationships.
- Effective team player.
- Excellent written and oral communication.
- Ability to communicate across all disciplines and occupational groups
- Competence in a variety of administration and health record applications

Desired:

- Broad base of health experience
- Relevant postgraduate qualification or working towards one
- Coaching and leadership skills
- Formal and informal presentation skills and experience
- Project management experience and training experience, broad health sector experience.

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.

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.