

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	Diagnostic Imaging Medical Physicist		
Reports to	Diagnostic Physics Team Leader		
Location	Christchurch, Waitaha Canterbury District Health Service		
Department	Medical Physics and Bioengineering (MPBE)		
Direct Reports	None	Total FTE	0.6-1.0
Budget Size	Opex 0	Capex	0
Delegated Authority	HR None	Finance	None
Date	16-10-2026		
Salary band (indicative)ⁱ	Medical Physicist Step 1 - 10		
Children's Worker roleⁱⁱ	No		

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:

Provide expert advice and specialist services relating to the safe and effective use of ionising and non-ionising radiation, ensuring the accuracy, quality, optimisation, and safety of equipment, procedures, and clinical practices across the region.

Key Result Area	Expected Outcomes / Performance Indicators
Team-based service delivery	Collaborate effectively with colleagues and stakeholders to support coordinated service delivery, providing leadership, expertise, and assistance as required while maintaining accountability for individual responsibilities and performance.
Imaging quality assurance and equipment management	Provide radiological quality assurance services, including the acceptance and routine testing of x-ray, ultrasound, and MRI systems.

	• Take an active role in development and improvement of Radiology Quality Assurance (RadQA) and radiation protection. • Assist with equipment management, which may include equipment selection, configuration, and contributing to the oversight of installation projects. • Occasional travel within the region may be required to assist with service provision.
General radiation protection and Radiation Safety Officer responsibilities	• Support licensees to comply with the Radiation Safety Act, Radiation Safety Regulations and the relevant Codes of Practice. • Help provide general Radiation Protection Services (RAPS) in collaboration with the Radiation Advisory Officer. • Help with the management of radioactive waste, including monitoring prior to disposal. • Calculate and provide dose estimates of radiation exposure and advise on the design of radiation protection measures. • Undertake the role of Radiation Safety Officer within one of the health services that uses ionising radiation under the Radiation Safety Act. This includes investigation and reporting of radiation incidents and accidents. • Complete routine radiation safety audits for the service and prepare reports for the Regional Radiation Safety Committee.
Theranostics/ Radiopharmaceutical Therapy support	• Help with the delivery of theranostics/radiopharmaceutical therapy services, including both inpatient and outpatient treatment of thyroid cancer using radioiodine. On-call support may be required as part of a roster.
Support for the use of non-ionising radiation (UV, lasers or ultrasound)	• Provide quality assurance, safety, or dosimetry services in one or more areas of non-ionising radiation.
Teaching, training, and supervision	• Teach and instruct radiation workers, users of non-ionising radiation, and other relevant staff. • Conduct radiation protection seminars on a regular basis as a refresher for radiation workers and other interested staff. • Provide teaching and supervision of Department medical physics registrars. • Foster medical physics research collaboration with the University of Otago and the University of Canterbury, including supervising University of Canterbury MSc medical physics research projects.

	• Provide teaching of Applied Imaging Technology to radiology registrars in preparation for their RANZCR Part 1 exam.
Quality Management	• Develop ISO9000 Protocols in close collaboration with the multidisciplinary team to ensure optimal use of physics resources. • Assist with the Department equipment management, including routine constancy checks and the calibration of equipment.
Keep current with relevant legislation and publications	• Maintain current knowledge of relevant legislation, standards and codes of practice related to the position. • Work with other diagnostic imaging medical physicists to develop and maintain agreed safety and performance requirements for x-ray imaging equipment in New Zealand. • Meet the requirements of the ACPSEM continuing professional development programme to maintain ACPSEM registration.
Undertake other duties as required by the Clinical Manager	• All other duties to be performed in the best interests of the regional health service and done so in a competent and efficient manner. • Immediately notify the Clinical Manager should any conflict or potential conflict arise regarding prioritisation of tasks to hand, and the time available within which to complete them.

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. These include breaches of safe practice, near misses, and any concern about the impact of equipment performance or practices on patient care.

Relationships

External	Internal
- Patients and their families - Office of Radiation Safety and the Institute for Public Health and Forensic Science. - Staff and students of the University of Otago and the University of Canterbury. - Other organisations and external customers.]	- Scientific and technical staff of Medical Physics and Bioengineering. - Staff of Radiology and Radiation Oncology - Medical, nursing, scientific, technical, and other allied health staff. - Other staff of the regional health service.

About you – to succeed in this role

You will have

Essential:

- Have a relevant post-graduate degree (Masters or PhD) in Medical Physics or equivalent
- Registration with the ACPSEM in radiology medical physics
- Experience in radiation protection and radiological physics
- Licensed by the Office of Radiation Safety in Medical Physics, or eligible for such a license.

Desired:

- Sound knowledge of New Zealand radiation safety legislation and codes of practice
- Completion of the ACPSEM TEAP programme in Diagnostic Imaging Medical Physics (certification in at least diagnostic radiology medical physics)
- Teaching experience
- Eligible to hold a New Zealand drivers' licence

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.
- Write and collate technical documents
- Work effectively and efficiently under occasional periods of pressure

Desired:

- An interest in developing and extending medical physics services]

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.