

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

Title	Associate Clinical Nurse Manager			
Reports to	Operationally: Clinical Nurse Manager Professionally: Clinical Nurse Manager			
Location	Hawke's Bay Hospital			
Department	Gastroenterology			
Direct Reports	N/A		Total FTE	N/A
Budget Size	Opex	N/A	Capex	N/A
Delegated Authority	HR	N/A	Finance	N/A
Date	May 2025			
Job band (indicative)	Health NZ / NZNO CA, Senior Designated Nurses Scale Grade 2 (formerly Grade 4) according to qualifications and experience.			

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

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.

About the role

The primary purpose of the role is to:

- Support the Clinical Nurse Manager (CNM) with delegated operational management, clinical leadership and professional activities of Gastroenterology department
- Provide day to day clinical support and expertise to enable patient flow and an effective practice environment.
- Support the CNM within the delegated responsibility for human resource activity of the department such as annual performance reviews, annual and sick leave management.
- Provide direct clinical care as required.
- Provide clinical leadership for staff, which includes coaching and supervision.

Key Result Area	Expected Outcomes / Performance Indicators
Clinical Leadership	<ul style="list-style-type: none"> • Actively maintains patient flow through the department. • Service delivery and capacity is managed within available resources. • Maintains a safe environment for patients, staff and the public. • Maintains and documents appropriate standards of care • Builds effective relationships with clinical teams within the department and across other departments
Safe Staffing	<ul style="list-style-type: none"> • Participates in staff recruitment to maintain safe staffing levels within department. • Ensures TrendCare is completed and actively supports Variance Response Management (VRM) with staff including acuity-based staffing and redeployment maintaining a whole hospital focus. • In partnership with the CNM, ensures staff are competent, motivated and appropriately trained (including all mandatory training) and are focused on providing the best possible patient care

	<p>by agreeing accountabilities and standards of performance and regularly providing feedback, taking corrective action as appropriate and acknowledging good performance.</p> <ul style="list-style-type: none"> • Contributes to team annual performance review and competence as evidenced by a currently assessed nursing portfolio via the approved Professional Development and Recognition Programme (PDRP). • Contributes to leave management requirements (annual & sick leave) ensuring appropriate coverage to ensure staffing levels are maintained. • Supports the CNM in ensuring rosters are compliant with the Health NZ / NZNO collective agreement requirements. • Supports staff as delegated on return-to-work programmes in partnership with Occupational Health. • Supports the CNM to ensure nursing staff maintain APC's and nursing participation in the professional development and recognition programme (PDRP).
Quality Systems	<ul style="list-style-type: none"> • Supports compliance with quality measures and systems to facilitate continuity of quality patient care, during the patient journey. • Supports the CNM as delegated with event and complaints management. • Implements and contributes to quality initiative requirements including audit and evaluation. • You may be assigned additional portfolios within this role and these will be mutually agreed between yourself and your manager.
Professional Development	<ul style="list-style-type: none"> • Supports the learning of others within the team e.g., new staff, graduates, health care assistants, including clinical placements for undergraduate nursing students throughout the academic year. • Identifies practice development needs of the workforce and leads measures to advance skills as required. • Demonstrates active engagement for your own professional development and ongoing maintenance of continuing competence with a Professional Development Recognition Programme (PDRP) portfolio at either proficient or expert level.
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. • 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.
Culture and People Leadership	<ul style="list-style-type: none"> • Leads, nurtures and develops our team to make them feel valued. • Prioritises developing individuals and the team so Health New Zealand has enough of the right skills for the future, supporting

	<p>diversity of leadership to develop – Māori, Pacific, people with disabilities and others.</p> <ul style="list-style-type: none"> • Provides leadership that shows commitment, urgency and is visibly open, clear, and innovative whilst building mutually beneficial partnerships with various stakeholders both internally and externally. • Implements and maintains People & Communications strategies and processes that support provide an environment where employee experience, development, and performance management drive achievement of the organisation's strategic and business goals.
Innovation & Improvement	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.
Health & safety	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.

Relationships

External	Internal
<ul style="list-style-type: none"> • Other service providers • Primary and NGO sector • Regional services • Academic providers' students and staff • Nursing Council of New Zealand • New Zealand Nurses Organisation • Health New Zealand, Te Whatu Ora • Health Quality and Safety Commission 	<ul style="list-style-type: none"> • Patients / consumers / Tangata Whaiora • Clinical Nurse Manager • Wider department nursing and health care assistant (HCA) teams • Operational Manager • Director and Associate Director of Nursing Hospital Group • Hospital Group Leadership Team • Other teams across services • Chief Nurse • Medical staff • Allied health staff • Administration staff

About you – to succeed in this role

You will have

Essential:

- Current registration with Nursing Council of New Zealand as Registered Nurse and holds a current annual practising certificate as a Registered Nurse.
- Evidence of completion of a postgraduate qualification (preferably a PG Diploma) and working towards a Clinical Master's degree.
 - *Consideration will be given to applicants who do not hold the required postgraduate qualification providing equivalent work experience and/or other programmes of study can be demonstrated.*
 - *If successful, the candidate will be required to complete the requisite qualification within a 12-month period.*
 - *Gaining of the required qualification is the responsibility of the employee/service.*
- Recent and relevant clinical experience, with at least 3 - 5 years' experience in Gastroenterology
- Experience in implementing Te Tiriti o Waitangi in action.
- Proven leadership skills.
- Proven ability to work within a multidisciplinary team.
- Proven problem solving and communication skills.
- An understanding of continuous quality improvement.
- An understanding of HR process and performance management.
- Holds a currently assessed nursing portfolio as assessed via an approved PDRP at proficient or expert level.
- Ability to kōrero with individuals or groups.

Desired:

- Knowledge of the political, legislative and other external influences affecting the health sector.

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.
- 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.
- 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.

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.