

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	Clinical Nurse Coordinator Gynae & Obstetrics Theatre (CNC)
Reports to	Clinical Nurse Manager Theatre (CNM)
Location	Lower Hutt
Department	Perioperative

Direct Reports	NA	Total FTE	1.0
Budget Size	Opex	NA	Capex
Delegated Authority	HR	NA	Finance
Date	15/07/2026		
Salary band (indicative)ⁱ	NZNO MECA Senior Nurses Salary Scale, 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:

Facilitate, coordinate and manage the needs of the Gynaecology & Obstetrics specialties in the Operating Theatres. The CNC provides coordination of staff, systems and resources for a shift or group in Theatre at Hutt Hospital to ensure service delivery is efficient and effective. The CNC contributes to supervision and coaching of nursing staff working in the Perioperative Department but does not have any formal delegated management authority. The CNC provides quality, effective nursing care as required.

Key Result Area	Expected Outcomes / Performance Indicators
Provides professional nursing leadership	- Visible and accessible to direct care nurses and other members of MDT - Supports the nursing vision and achievement of goals and priorities of the Perioperative Department - Sets expected standard of care by modelling expert clinical skills and professional nursing practice.

	• Readily shares knowledge and skills and provides coaching and supervision of staff as required. • Identifies and utilises staff strengths, valuing their unique contributions • Contributes to shared governance of nursing through engagement in relevant committees, working parties and/or similar as delegated by the CNM. • Deputises for the ACNM when required to do so
Ensures effective and efficient care delivery for patients / Shift coordination:	• Provides overall coordination of the team throughout the shift to effectively manage patient care. • In collaboration with MDT, responds to and prioritises patients with complex needs. • Articulates and supports implementation of the model of care throughout a shift. • Activates and implements Standard Operating Procedures when required • Promotes expected standards of care. • Monitors and reports deviations from expected standard of care to CNM, as appropriate. • Allocates staff according to professional / competency requirements and ensures direction and delegation activities achieve safe care. • Supports nurses to use independent judgement and apply ethical principles to resolve patient care issues • Coordinates effective patient admission, care planning and discharge for the shift. • Works in partnership with cultural advisors to provide appropriate services as determined by service users. • Provides direct patient care as required. • Uses initiative and clinical judgment in the application of department policies, procedures, clinical guidelines and standing orders. • Identifies and is involved in development and review of area based policy & procedures as delegated by the CNM.
Effectively manages staff	• Participates in the orientation of staff and students new to Perioperative Department • Encourages and supports professional development and skill acquisition of nursing staff • Raises concerns about conduct/competence issues with CNM in timely manner. • Issues, conflict and tensions are addressed promptly and proactively. • Participates in the performance management of staff as required • Participates in completing formal staff appraisals annually in collaboration with the Senior Nursing team, as delegated • Actively contributes to the future of the service by mentoring staff into leadership positions • Ensures staff orientation is conducted in collaboration with the Nurse Educators
Effectively manages	• Provides timely information in relation to staffing, resource management, clinical risk and equipment and patient concerns to the CNM.

Systems & Resources	• Manages supplies/equipment needs/breakages for the specialty.
Facilitates interprofessional healthcare and provision of quality services	• Establishes and maintains effective working relationships with colleagues and a range of internal and external networks. • Supports and motivates staff towards cohesive team function. • Collaborates with the patient and other health team members to develop and implement plan of care. • Maintains and documents information necessary for continuity of patient care and recovery. • Makes appropriate formal referrals to other health care team members / health sectors for patients when required. • Supports nurses' participation in interprofessional activities, including rounds, case reviews and promoting patient perspective. • Supports attainment of Accreditation/Certification standards for the unit. • Identifies and proposes quality improvement initiatives using data-driven decision-making and effective change management processes. • Promotes and undertakes clinical audit against best practice guidelines, with a particular focus on nurse sensitive indicators. • Participates in the review of events/complaints, minimising risk and uses findings to improve practice. • Undertakes special clinical projects as negotiated with the Perioperative Leadership team.
Advances nursing practice through research & scholarship	• Practices in accordance with RN Scope of Practise. • Maintains required clinical competencies and technical expertise. • Demonstrates personal commitment to HVDHB Professional Development and Recognition Programme (PDRP). • Researches and uses evidence based practice to maintain currency and inform practice. • Proactive in identifying own annual professional development practice needs and negotiating appropriate resources with CNM. • Supports and promotes amongst staff any research, audit and/or internal validation studies undertaken in the ward. • Promotes excellence in nursing by sharing knowledge, ideas and care that is based on best practice. • Uses professional organisation/speciality group membership to benefit the practice environment and/or nursing 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.

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 about conduct/competence issues.

- Information in relation to staffing, resource management, clinical risk and equipment and patient concerns.

Relationships

External	Internal
• Community Service Providers • Company Representatives	• Associate Clinical Nurse Manager Patient Flow • Associate Director of Nursing (ADON) – Acutes Services & IOC • Medical and Nursing staff • Health Care Assistants • Clerical Staff • Operations Manager – Theatre, Anaesthesia and Perioperative • Integrated Operations Centre • Duty Nurse Managers • Clinical Nurse Specialists (CNS)/ Specialty Clinical Nurses (SCN) • Nurse Educators (NE) • Allied Health Staff • Infection Prevention and Control • Quality Unit • Clinical Support Services • Care Capacity Demand Management (CCDM) Unit

About you – to succeed in this role

You will have

Essential:

- RN Practising Certificate
- Post Graduate qualification (or a plan to work towards)
- Comprehensive knowledge of the NZ health system, the public health environment, systems and processes
- Knowledge of the trends and emerging issues for the nursing profession.
- At least 2-3 years of experience as an RN
- Sound clinical knowledge

Desired:

- [Experience in implementing Te Tiriti o Waitangi in action.
- Experience in a Gynae & Obstetric Operating Theatre

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.

Desired:

- [Be able to work well as part of a team

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.