

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 Manager (CNM) - GSG		
Reports to	Operations Manager General surgery		
Location	Hutt Hospital		
Department	General Surgery and Gynaecology		
Direct Reports	Yes	Total FTE	37.2
Date	October 2026		
Salary band (indicative)ⁱ	HNZ NZNO/ PSA Collective Agreement		
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:

Clinical Nurse Manager's (CNM) position is responsible for the effective management of the GSG ward at Hutt Hospital.

The CNM will do this through managing and leading the people, systems, processes and resources that facilitate clinically safe, efficient and effective service delivery across general surgery and gynaecology.

The CNM GSG will provide clinical and professional leadership to the team, developing the nursing service, ensuring quality standards are met and contributing to the strategic direction for general surgery.

The position will work collaboratively with members of the medical, nursing, allied health and support services building strong working relationships to ensure patients have timely, effective and high quality care.

The outcomes of the role are to improve the health and well-being of patients and whānau, in an environment that promotes excellence in care and education, inspiring staff to reach their full potential.

The CNM will respond to the District's changing needs, performing other tasks as required. The CNM is expected to contribute to implementing District initiatives and nursing goals and values, while promoting Te Whatu Ora Capital, Coast and Hutt Valley as a centre of excellence for nursing practice.

Key Result Area	Expected Outcomes / Performance Indicators
General Accountabilities	• Maintains a strict sense of professional ethics, confidentiality and privacy and abide by the District Code of Conduct • Leads a culture of safe practice and applies District policies and processes • Leads and role models application of Te Tiriti o Waitangi principles • Champions equity and diversity in the workplace • Contributes to improving inequities by working with colleagues to operationalise Te Whatu Ora's commitment to meet the Pae Ora (Healthy Futures) Act 2022 obligations as Te Tiriti o Waitangi partners • Contributes to the achievement of Service and District KPIs and goals
Leadership	• Articulates a strong nursing vision and provides leadership to achieve strategic goals and objectives • Manages systems, processes, and resources that enable staff to meet the needs of the patient/whānau • Provides leadership to ensure high standards of patient care are delivered within the GSG • Reviews the model of care for the GSG ward and ensures implementation of changes as agreed with the Nurse Director/ Service/Operation Managers and in collaboration with the interdisciplinary team • Is visible and accessible to all members of the team • Establishes and maintains regular forums for staff communication regarding service development and District activities • Readily shares knowledge and skills, provides guidance and coaching to develop staff and promotes workforce development • Manages team dynamics to ensure a cohesive, strong nursing team within the broader interdisciplinary team • Manages conflict situations, working to a constructive resolution • Identifies and manages clinical competency issues with the Nurse Director and Service/Operation Manager/Human Resources • Maintains a positive image of the service to staff, patients and whānau • Contributes to the shared governance of nursing in collaboration with other nursing leaders • Actively participates in service meetings and contributes to District planning, strategic direction and objectives

	• Develops and maintains strategic links and partnerships internal and external to District to ensure that services are well integrated; • Advocates for adequate fiscal and human resources to enable a safe practice environment • Leads change management and quality improvement • Ensures documentation meets District, legal, contractual and professional requirements • Coordinates the development and review of clinical policies and procedures in line with best practice following appropriate District process • Works in partnership with cultural advisors to provide appropriate services as determined by the service users • Ensures direction and delegation activities result in safe care delivery • Promotes and enables staff to participate in interprofessional team meetings • Promotes a practice environment where nurses can exercise independent judgement and apply ethical principles to resolve patient care issues • Supports the implementation, monitoring and reporting of tools to assist with managing demand and appropriate allocation of resources • Liaises with key stakeholders for effective capacity management and patient flow as required
Financial Resource Management	• Adheres to District financial/contractual policies • Manages within budget • Understands and can explain variances to budget • Initiates actions to address budget variances • Plans to minimise waste and support sustainability • In partnership with Operation/Service managers establishes/maintains an equipment replacement and purchase plan for the Service in line with District processes • Works with Service/Operation Manager, Nurse Director, CCDM Co-ordinator and Management Accountant to ensure accurate and timely data is available for annual FTE Calculation as per Care Capacity Demand Management (CCDM) Programme requirements
Quality and Risk	• Identified risks are monitored, reported, and escalated as appropriate with risk mitigations implemented • Promotes meaningful innovation and evidence based practice • Maintains a quality improvement management system that encourages continuous improvement with a risk-based approach following the Districts quality framework • Ensures required audits are completed and results from these are integrated into quality improvement activities • Understands legislative requirements and is actively involved in certification, accreditation, verification and corrective action requests as applicable • Arranges support and debrief following events that have, or have the potential, to impact on staff

	Ensures all staff have appropriate police vetting and occupational health clearance
Workforce	- Identifies and actions ways to recruit, develop and retain the nursing workforce - Is responsible for the ongoing professional development and performance appraisals for designated staff within the GSG ward - Champions Professional Development and Recognition Programme (PDRP) and actively encourages all staff to participate; - Leads, supports and implements the Care Capacity Demand Management (CCDM) programme for the GSG ward - Sets the standard for accurate completion and monitoring of Trend Care data entry - Ensures nursing roster meets NZNO Collective Agreement standards and is completed according to the agreed roster model - Ensures all staff have a current Annual Practicing Certificate (APC)
Patient care delivery	- Plans ahead to ensure co-ordination of the team to effectively manage staff allocation, patient flow and provision of care - Activates and implements Standard Operating Procedures when required. - Responsible for the provision of high standards of practice within the GSG ward - Leads partnership with cultural advisors - Provides co-ordination or direct patient care if required
Professional Development	- Proactive in identifying own professional development needs and negotiating appropriate resources including post graduate courses - Maintains current senior PDRP - Participates in local/national professional nursing or specialty groups - Uses professional nursing/specialty organisation membership to benefit the practice environment/ nursing service

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.
- Clinical or operational matters that require escalation must be referred to the relevant health professionals, operational and nursing professional leads.[]

Relationships

External	Internal
- District Community Teams - Other Districts - Tertiary Education Organisations - Consumer advocates & agencies - Volunteers	- District Chief Nurse - District Chief Midwife - Nurse Directors - Workforce and Practice Development Unit

• NZ Nursing Council • Professional bodies & Associations • Health & social support agencies	• Group Manager • Operation/Service Managers • Nursing team • Clinical leads/Senior Medical Officers/Registers and House Officers • Allied Professions • Other nursing and interprofessional teams • Patient Administration • Patients and Whānau • People & Communications • Human Resources • Maori Health Service • Pacific Health Units • Disability Team • Centre of Clinical Excellence • Care Capacity Demand team • Biomedical engineering • Finance • Procurement
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About you – to succeed in this role

You will have

Essential:

- [Registered Nurse with current APC and scope appropriate to place of work
- Postgraduate Diploma desired, expected to work towards Master's Degree
- Attainment and maintenance of senior PDRP
- Minimum five years nursing experience]
- Experience in implementing Te Tiriti o Waitangi in action.
- Comprehensive knowledge and understanding of NZ Health System including equity issues, professional leadership and emerging issues for the nursing profession
- Proven Leadership and management capability
- Experience in leading quality improvement and change initiatives
- Experience in developing, implementing and monitoring policies, audits, protocols and guidelines
- Proficiency in computer skills]

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.
- Respect and collaboration in practice
- Delivery of an exemplary standard of care
- Commitment to ongoing learning and development
- Practice informed by research evidence
- Innovation and critical thinking
- Commitment to sustainable practice]

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.