

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 Specialist, Cancer Coordination
Reports to	Associate Charge Nurse Manager
Location	Capital Coast & Hutt Valley
Department	Blood and Cancer
Date	16-10-2026
Salary band (indicative)ⁱ	SP
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 Clinical Nurse Specialist (CNS) Cancer Coordination, provides advanced nursing expertise and care coordination to support patients with a suspected or newly diagnosed cancer. The role supports patients and whānau from the point at which cancer is suspected, including acute presentations and high suspicion of cancer referrals, through to the commencement of first cancer treatment. The CNS facilitates timely access to diagnostic, treatment and supportive care services, while providing information, education and support throughout the cancer pathway. The CNS works in partnership with patients, whānau and multidisciplinary teams to improve patient experience, reduce barriers to care and promote equitable access to diagnosis and treatment of cancer.

Working collaboratively with multidisciplinary teams and healthcare providers, the CNS coordinates care, supports achievement of Faster Cancer Treatment (FCT) and cancer national health targets. The role contributes to quality improvement initiatives that enhance access, equity, service performance and patient outcomes. The CNS focuses on specific tumour streams and adapts as cancer pathways, models of care and services evolve. The CNS provides support across multiple tumour streams as required.

Key areas of focus include:

- Patient and whānau support, information and education
- Coordination of care across the cancer pathway
- Support for patients with complex needs and barriers to care

- Cancer pathway oversight and FCT performance monitoring and reporting
- Cancer Multidisciplinary Meetings (MDMs)
- Quality improvement, equity and service development initiatives

The CNS contributes to the achievement of Health New Zealand service and nursing goals, and responds flexibly to changing service priorities and operational requirements. The role promotes excellence in nursing practice and supports the delivery of high quality patient-centred cancer services.

Key Result Area	Expected Outcomes / Performance Indicators
Clinical leadership and cancer care coordination	• Provides advanced clinical expertise and leadership in cancer care coordination across designated tumour streams. • Coordinates timely access to diagnostic, treatment and supportive care services for patients with suspected or confirmed cancer. • Provides advanced clinical and holistic assessment to identify patient needs, formulate a plan of care and provide specialist nursing advice. • Prioritises and supports patients with complex clinical, cultural or psychosocial needs. • Collaborates effectively with multidisciplinary teams to ensure coordinated, patient-centred care. • Assists ACNM and Cancer Service Manager in the development and review of policies and procedures • Promotes equitable access to services and works to reduce barriers experienced by Māori, Pacific peoples and other priority populations. • Supports achievement of National Faster Cancer Treatment (FCT) targets and cancer performance measures. • Attends and actively contributes to cancer MDMs • Maintains clear, accurate and timely documentation.
Risk management	• Proactively identifies and escalates risks that may adversely affect timely access to cancer diagnosis or treatment. Risks are escalated to the appropriate clinical and operational leads. • Collaborates with diagnostic and treatment services to implement solutions that support safe, equitable and timely cancer care • Supports compliance with national FCT target requirements
Quality Improvement and service initiatives	• Leads and contributes to quality improvement initiatives that improve patient cancer pathways and outcomes. • Leads clinical review and analysis of cancer performance data, including FCT reporting and breach analysis. Contributes to local, regional, and national reporting requirements and supports initiatives to improve cancer wait time performance • Uses cancer pathway, patient experience and performance data to identify opportunities to improve access and patient outcomes. • Participates in audits, investigations, reviews and service evaluation activities. • Identifies system barriers and works collaboratively to implement sustainable solutions.

	• Contributes to tumour stream pathway development, standards of care and service redesign initiatives.
Education, Professional Practice and Workforce Development	• Shares specialist cancer knowledge and provides education to nursing, medical and allied health teams. • Acts as an expert clinical resource, mentor and role model. • Contributes to the development of patient education and information resources. • Supports the development of nursing capability and best practice within cancer services. • Maintains professional competence and participates in ongoing professional development activities. • Demonstrates expert practice consistent with Nursing Council requirements and relevant professional standards. • Participates in relevant regional and national cancer networks.
Collaboration and communication	• Establishes effective relationships with patients, whānau, clinicians, managers and external providers. • Facilitates communication between primary, secondary and tertiary care providers to support coordinated patient care. • Participates in multidisciplinary meetings and contributes to collaborative decision making. • Promotes awareness of the Cancer Coordination service and the CNS role. • Works effectively with regional and national stakeholders to support improved cancer services. • Communicates professionally, respectfully and effectively across diverse audiences.

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

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.
- [Patient safety concerns and diagnostic/treatment delays to the responsible clinician and Associate Charge Nurse Manager.
- Significant risks to achievement of FCT targets or cancer pathway performance to the service Clinical Lead, Associate Charge Nurse Manager and Cancer Service Manager.

Relationships

External	Internal
- Patients and whānau - Primary Care Providers - Regional Cancer Services - Other Health NZ districts - Community Nursing Services - Cancer Non-government organisations - Local Iwi and Community Partners - National Cancer Networks and Professional Groups - Te Aho o Te Kahu - External/private diagnostic and treatment providers	[Associate Charge Nurse Manager - Cancer Service Manager - Director of Nursing - Clinical Nurse Specialists - Clinical Nurse Coordinators - Medical Oncology, Radiation Oncology and Haematology teams - Multidisciplinary Team members - Allied Health Services - Quality Team - Data and Reporting Teams - FCT data administrators - Māori Health and Pacific Health teams

About you – to succeed in this role

You will have

Essential:

- Registration with the Nursing Council of New Zealand and a current Annual Practising Certificate.

- Relevant postgraduate qualification or working towards
- Significant experience in cancer nursing or a related specialty area.
- Demonstrated experience in clinical leadership, care coordination and quality improvement.
- Demonstrated understanding of Te Tiriti o Waitangi and its application within healthcare.
- Demonstrated commitment to achieving equitable health outcomes and reducing inequities across the cancer pathway, particularly for Māori and other priority populations.
- Strong communication, relationship management and problem-solving skills.
- Proficient in IT systems e.g. Microsoft suite.

Desired:

- [Postgraduate Diploma or Master's level study.
- Experience working across cancer care pathways and multidisciplinary cancer services.

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:

- [Apply cancer performance data to identify improvement opportunities and influence service development.
-

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.