

Position Description	
Position Title:	Team Leader Occupational Therapy and Physiotherapy (Operational only)
Service & Directorate:	Allied Health
Location:	Wairau Hospital, Marlborough
Reports to:	Associate Director of Allied Health
Professionally Reports	Associate Director of Allied Health
Health NZ Te tau Ihu Nelson Marlborough Delegation Level:	D
Number of direct reports:	27 indicative
Number of professional reports:	Nil
Date:	November 2025
Our Vision	
All people live well, get well, stay well. Kaiao te tini, ka ora te mano, ka noho ora te nuinga.	
Our Mission	
Working with the people of our community to promote, encourage and enable their health, wellbeing and independence	
Our Values - Ā Mātou Uara:	
Respect / Manaakitanga We care about, and will be responsive to, the needs of our diverse people, communities and staff. Health NZ. kia horahia te manaakitanga ki ngā iwi katoa me nga hāpori, kaimahi hoki	Innovation / Auaha We will provide an environment that generates new ways of working and learning. kia auaha me whakahoutia i ngā pūkenga ākongā, me ngā mahi ki tēnei hāpori
Teamwork / Whakarāmemene We create an environment where teams flourish and connect across kia whakarāmemene i ngā kaipupuni hauora katoa	Integrity / Ngākau Tapatahi Openness and honesty in all our dealings. kia taea i te ngakau tapatahi i runga i te tika me te pono i ngā mahi katoa

Health NZ Te Tau Ihu Nelson Marlborough is responsible for the effective delivery of health services to people of Nelson, Tasman and Marlborough. This includes hospital-based services, community-based services and referrals to and from appropriate tertiary centres.

ROLE PERSPECTIVE

Allied Health, Scientific and Technical professionals work in health care teams providing a range of diagnostic, technical, therapeutic and direct patient care and support services that are critical to the other health professionals they work with and the communities they serve. This role will work collaboratively with all health professionals as well as the wider multi-disciplinary team throughout Health NZ Te Tau Ihu Nelson Marlborough, in a way that is consistent with the Organisation's vision and values.

This role is responsible for delivering operational management for the Occupational Therapy and Physiotherapy service. This entails responsibility for the day-to-day service delivery of the services inclusive of ensuring resources are most effectively used to meet the needs of consumers, facilitation of efficient service delivery and responsiveness to changing clinical demands.

The role will ensure partnership with the relevant professional advisors for the monitoring of clinical assurance activities across the organisation, such as facilitating consistent standards of practice and ensuring effective use of evidence based, safe and competent practice.

This role works collaboratively with other professional leaders, managers and other related positions across the Health NZ Te Tau Ihu Nelson Marlborough and the wider health system to support and develop opportunities for interprofessional teamwork and greater integration of health services.

Service description

The specific group of Allied Health services include Dietetics, Occupational Therapy, Physiotherapy, Speech and Language Therapy, Social Work, Health Psychology, Orthotics and Audiology. Services are delivered regionally across the inpatient, outpatients and community settings. Each department is supported by a Team Leader who reports to the Director of Allied Health. The post holder is a member of the allied health leadership team¹.

The Team Leader position will work closely with the Director of Allied Health to ensure district wide approach to service delivery. The role will contribute fully as a member of the Allied Health Leadership Team, working collaboratively with relevant key stakeholders / services, and Health NZ Te Tau Ihu Nelson Marlborough Services, to ensure the delivery of quality health care across Health NZ Te Tau Ihu Nelson Marlborough.

PURPOSE OF ROLE

The role provides provides day to day leadership, operational management, and planning for the team in order to deliver a sustainable, high-quality service that contributes to the achievement of organisational goals.

Key Accountabilities:	Examples of successful delivery of duties and responsibilities
Leadership & Management / Te Ārahi me te Whakahaere	
- Actively supports staff “on the floor” including monitoring allocation of resources and anticipating changing requirements that may impact on work delivery and the ability to meet the needs of the consumer in an efficient, accessible and equitable manner. - Motivates and inspires others to perform to their best, recognising and valuing their work and supporting staff to be accountable for their actions. - Creates and fosters a culture for continuous quality improvement. - Encourages the team to learn, reflect and understand the context in which the service operates. - Leads the development of annual service plan that aligns with the organisation’s strategic goals and values. - Demonstrates an awareness of health inequalities and supports workforce and service initiatives that contribute towards reducing these inequalities. - Identifies risks, completes mitigation plans, communicates risks to others and escalates as	- Monitors and reports on financial performance and efficiency of own service(s) ensuring plans are implemented to ensure delivery of work is carried out within budget. - Ensures any Capex requests are appropriately justified and prioritised. - Manages leave requests to support the health and well-being of employees and balance the need for optimal operational coverage throughout the year. - Represents the team / service at directorate, organisational and cross organisational (i.e. regional, national) forums as agreed with the line manager, and delegating to clinical staff as appropriate. - Presents a credible and positive profile for the service both within and external to Health NZ. - Actively engages in developmental conversations and performance reviews for staff members. - Provides timely and accurate reports as required.

¹ Allied Health Leadership Team – Direct reports to DAH - Team Leaders for audiology, dietetics, occupational therapy, physiotherapy, speech & language therapy and social work (physical health).

appropriate. This may include providing advice to services across the organisation. • In partnership with the professional leader completes recruitment and credentialling processes ensuring policies are followed to deliver required consumer services. Mitigation plans are put in place where unable to recruit suitably skilled staff. • Develops strategies for increasing the number of Māori and Pacifica in the workforce, to enable alignment to the population served. • Responds to complaints and reportable events within own service and provides support to other managers where the service and/or staff are involved as a secondary service. • Addresses performance issues and/or complaints about staff in partnership with professional leaders, managers when outside own service. • Identifies and supports the development of emerging leaders within the workforce, for the profession and the organisation. • Actively promotes and supports staff to work using an integrated approach across the continuum of care, promoting person centred practice. • Identifies and communicates issues and trends affecting practice to relevant managers and other leaders and takes appropriate action and/or escalates as required. • Awareness of and complies with all legislative, contractual and employment requirements as applicable to the role (e.g. Privacy Act 1993, Vulnerable Children's Act 2014, ACC service specifications etc.) • Awareness of and complies with responsibilities under the Health and safety at Work Act 2015.	• Contributes to relevant certification and accreditation activities. • Ensures Health & Safety systems and management are in place – with Health and safety agreed targets met including aspects in appendix 1 • Ensures own and teams/professions compliance with organisational policies and procedures.
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Clinical Practice / Te Mahi Haumanu

• Where the role has a clinical component, demonstrates practice that meets the expectations of advanced allied health professional. • Takes responsibility for providing day to day clinical leadership, including providing clinical advice, support and guidance to team members. • Ensures staff are working within their scopes of practice as per registration board, professional association or organisational policy expectations. • Demonstrates current understanding of the philosophy and theory underpinning Occupational Therapy practice. This includes exploring emerging theories of practice and the application of	• Promotes effective communication among staff in order to share expertise and information. • Promotes culturally safe / bicultural practice and competency working with patient/clients and whānau. • Ensures staff are engaged in quality assurance activities appropriate to their role. • Evidence of interprofessional models of practice, including skill share and delegation.
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interprofessional working, including skill share and delegation within the New Zealand healthcare system.	
Teaching & Learning / Ako Atu, Ako Mai	
• Maintains competency to practice through identification of learning needs and continuing professional development activities. This should comply with professional body requirements. • Completes applicable training for effective delivery of the role. • Ensures members of the team are orientated to the role and the organisation. • Facilitates and advocates for professional development opportunities for the services, balancing potential impacts on service provision with potential resultant gains in service quality. • Utilises workforce plans to ensure that learning and development solutions are in place for the therapy services, to support service delivery. • Works with professional leaders to facilitate optimal learning experiences for students. • Supports and encourages the team, profession and other health professionals in developing collaborative interprofessional learning opportunities (across professions, services, Health NZs & sectors).	• Participates in own annual performance review and associated clinical assurance activities. • Participates in regular professional supervision in line with the organisation's requirements and/or professional body. • Ensures supervision and mentoring systems are in place for team members and profession, working well and are utilised. • Support and promote audit and research that aligns with organisational strategic direction.
Service Improvement and Research / Te Whakapai Ratonga me te Rangahau	
• Identifies and supports opportunities for innovative clinical practice, in collaboration with others, which will provide benefits aligned to the Triple Aim. • Drives changes in practice and/or models of care, in line with evidence-based practice (where available), research evidence and audit activity aligned with the strategic direction of the profession and organisation. • Contributes to Health NZ Te Tau Ihu Nelson Marlborough planning process (strategic and operational) including identifying gaps in service, budget requirements, capital expenditure and participates in work / projects that may result from the planning process. • Oversees and is responsible for development and implementation of systems and processes, ensuring that services are efficient, accessible, and equitable and meet contractual requirements and patient/client's needs. • Actively participates in national, regional and sub-regional working groups / clinical networks to	• Ensures team/profession specific protocols, pathways and policies are developed, maintained and aligned with evidence-based practice. Where appropriate seeks out, shares and develops these across services to promote integration and consistency in service delivery for patients/clients across the region. • Champion the professions to pursue research and knowledge-building required for practice improvement. • Establishes working partnerships with consumers, other services / external organisations to promote safe and integrated working that improves the outcomes and experience of consumers/ clients. • Practises in a way that utilises resources (including staffing) in the most sustainable and cost-effective manner.

identify and implement service improvements as appropriate.	
Professional Competencies	
Maintain own professional registration requirements as directed by the legislation relevant to the incumbent's profession	- You maintain your professional registration - You have an up-to-date professional development plan
Other Duties	
Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.	- You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. - You produce work that complies with Health NZ Te Tau Ihu Nelson Marlborough processes and reflects best practice. - Live and support the Health NZ Te Tau Ihu Nelson Marlborough values in everything you do.
Professional Development – self	
- Identifying areas for personal and professional development. - Participates in professional supervision in line with the organisation's requirements and/or professional body. - Participates in the organisation performance development process	- Training and development goals are identified/agreed with the DAH. - Performance objectives reviewed annually with the DAH. - Participate in the Health NZ Te Tau Ihu Nelson Marlborough management and Leadership programmes - You actively seek feedback and accept constructive criticism.
General Responsibilities of an Employee of Health NZ Te Tau Ihu Nelson Marlborough – Appendix 1	
<u>KEY RELATIONSHIPS AND AUTHORITIES</u>	
Key Relationships within the Health NZ Te Tau Ihu Nelson Marlborough:	Key Relationships outside Health NZ Te Tau Ihu Nelson Marlborough
- Consumers, Patients, relatives, Families and whanau - Occupational therapy, Physiotherapy and Kaiāwhina staff - Allied Health Leadership Team - Professional Leaders - Other Allied Health Staff - Māori Health Services - Other clinical staff - Other Managers	- Registration Authorities - Professional Associations - NGO Māori Providers - NGO - Community - PHO's - GP's and Primary care - ACC - Enable - Academic Institutions - Peers in other districts - Health NZ – Te Waipounamu

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	• An Allied health, Scientific or Technical professional with proven clinical and operational management experience, • A current practising certificate as relevant to the profession • Member of relevant Professional Association	• Evidence of ongoing personal educational development
Experience	• Proven clinical leadership, operational management experience working within multi-disciplinary and interdisciplinary teams.	• Advanced practitioner experience in clinical area within own profession
Knowledge and Skills	• Broad understanding of allied health practice areas • Experience of working with other professions i.e. experience of multidisciplinary- inter-professional settings • Skills in facilitation of groups and professional development competencies • Committed to the ideals of research and evidence-based best practice • Have a sound knowledge of IT systems and applications	
Personal Qualities	• Outstanding interpersonal and communication skills. • Ability to network, develop key relationships and partnership • Influencing skills, ability to get others on board and motivate them to reach their potential • Possesses the ability to think outside the square as well as to communicate and influence at all levels • Innovative, proactive, enthusiastic, flexible and creative with a positive approach to all situations including problem solving • Ability to motivate • Ability to work in a supportive and honest manner • Demonstrable peer credibility and respect • Accepts responsibility for own actions	

Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

APPENDIX 1

General Responsibilities of an Employee of Health NZ | Te Whatu Ora Nelson Marlborough

1. Professional Responsibilities

As an employee of Health NZ Nelson Marlborough, you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other Health NZ Nelson Marlborough departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

2. Health, Safety and Wellbeing

- Compliance with all health and safety legislative requirements.
- Compliance with the ACC Partnership Programme requirements.
- Compliance with all organisation-wide health and safety policies and procedures.
- Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan.
- Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way.
- Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early.
- Knowledge of identified hazards is kept up to date.
- Reportable event form is completed (via *Safety First*) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.

3. Right to Raise Concerns

- All employees of Health NZ Nelson Marlborough are expected and encouraged to immediately ask questions and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

4. Child Wellbeing and Protection

- Health NZ Nelson Marlborough is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:
- Contribute to and support the organisation's strong commitment to a child centred approach to protect children across the region.
- Act at all times in the best interest of the children and young people, putting their interests first.
- Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

5. Legislation, Regulations and Board Policies

You are required to be familiar with and adhere to the provisions of:

- All relevant acts and regulations
- All Board, hospital and department policies
- All relevant procedure manuals
- The “Employee Obligations” within Health NZ Nelson Marlborough’s Disciplinary Policy.

6. Confidentiality

You are required to:

- Adhere to the Privacy Act 1993, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Maintain strict confidentiality of patient, applicant and employee information at all times.

7. Risk Management

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

8. Security

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

9. Treaty of Waitangi

Health NZ Nelson Marlborough is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection.

10. Smokefree

Health NZ Nelson Marlborough is a Smokefree Organisation. This applies to all staff and contractors working within Health NZ Nelson Marlborough buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to Health NZ Nelson Marlborough staff employed on Board business in the community.

APPENDIX 2

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

Condition	Information to include in Position Description
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Health NZ Nelson Marlborough
TB Latent	Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to work in clinical areas ¹ New staff who will be working in clinical areas should be screened for MRSA if they have: • a chronic skin condition • been working in an overseas healthcare facility in the last year • been MRSA-positive in the last year
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures ²

¹Clinical areas include inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

²Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery.