

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

Title	Risk Advisor			
Reports to	Clinical Governance Manager – Nelson Marlborough			
Location	Nelson Marlborough			
Department	Clinical Governance Support			
Direct Reports	Nil		Total FTE	
Budget Size	Opex	Nil	Capex	Nil
Delegated Authority	HR	Nil	Finance	Nil
Date	May 2026			
Job band (indicative)	SP18			

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 that health workers bring to their mahi.

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

Managing risk is an integral part of our business at Health NZ. It is the responsibility of all our people to proactively identify, assess, manage and where necessary, escalate risks to inform decision-making. This role is central to embedding strong risk practices within frontline teams, overseeing day-to-day risk management activities and ensuring alignment with Health NZ's Risk Management Policy, Framework and Process.

Health NZ's risk management roles and responsibilities align to the internationally recognised Three Lines Model. As a Risk Advisor, the primary purpose of the role is to:

- Implement the NERMs Risk Register Module.
- Foster a culture of risk awareness that recognises interdisciplinary and external environments, promoting a preventative rather than reactive focus.
- Work closely and collaborate effectively with teams to support the identification, assessment, monitoring and reviewing, and reporting of risks.
- Guide teams to be accountable and effectively manage risk within their areas of control and responsibility.
- Facilitate the timely escalation of risks when required.
- Support training and development of staff in risk management.
- Support continuous improvement and advancement of risk maturity.

Key Result Area	Expected Outcomes / Performance Indicators
Risk Register Module Implementation	<ul style="list-style-type: none"> • Implement the local application of the NERMs Risk Register with the support of the Regional Risk management team • Facilitate and deliver risk register education sessions to the wider local organisation to ensure understanding of risk register management processes and improve the quality of risk capture. • Manage and maintain the risk register
Risk Identification and Assessment	<ul style="list-style-type: none"> • Provide expert risk management advice to District Leadership, to assist managers in discharging their risk management responsibilities and make risk aware decisions. • Facilitate risk workshops upon request at unit/service/group levels to enhance risk understanding and improve the quality of risk capture. • Conduct proactive risk assessments, including reviews of incidents and issues to identify new risk themes where no prior risk was identified • Evaluate the effectiveness of controls including performing in-depth analysis of trends from incident data to assess changes to existing controls • Establish and maintain periodic risk reviews and exception-based reporting • Ensure that risks are escalated within the District and Region as required by the Risk Management Framework and Process
Engagement and Collaboration	<ul style="list-style-type: none"> • Participate in service and directorate meetings to guide and support risk discussions and foster a risk-aware culture, where everyone takes responsibility for managing and escalating risks. • Support teams to identify and assess risks to promote a preventative rather than reactive approach. • Support teams to monitor, gain assurance and report on risks, controls and treatment plans to assess their effectiveness. • Ensure consistent application of internal governance processes, the Risk Management Policy, Framework and Process and constructively engage with regional and national Line 2 risk resources.
Reporting and Oversight	<ul style="list-style-type: none"> • Support teams to build and update risk registers, to enable required for timely and high- quality reporting. • Ensure the integrity of risk data by preventing the inclusion of issues/incidents as risks and provide assurance over the completeness and accuracy of risk data within the risk system, supporting it to be the one source of truth. • Establish risk management reporting requirements and audiences, and ensure reporting provided is fit for purpose and aligns with the Risk Management Framework and Process.
Strategic Alignment	<ul style="list-style-type: none"> • Align and manage risk in accordance with Health NZ's Risk Management Policy, Framework and Process. • Participate in regional and national risk meetings and workshops as required. • Identify and recommend opportunities for process and system improvements to streamline operations and enhance efficiency.

Professional / Personal Development	<ul style="list-style-type: none"> • Remains professionally updated in all aspects of risk in line with national and international standards and any certification requirements. • Willing to accept new responsibilities, acquire and demonstrate relevant new knowledge.
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. • Shows a willingness to personally take a stand for equity. • Supports Māori-led and Pacific-led responses.
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. • Works with peers in Hauora Māori Service and Pacific Health Business Unit to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of services.
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.

	<ul style="list-style-type: none"> Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.
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Matters which must be referred to the CLINICAL GOVERNANCE MANAGER – NELSON MARLBOROUGH

- Nil

Relationships

External	Internal
<ul style="list-style-type: none"> External stakeholders, including as appropriate the Health Quality and Safety Commission, Ministry of Health and external auditors. 	<ul style="list-style-type: none"> Clinical and operational teams (Hospital and Specialist Services). District and regional level stakeholders from other business units . District (and potentially regional) leadership. Quality and Patient Safety coordinators . Health NZ Te Whatu Ora regional and National line 2 risk functions.

About you – to succeed in this role

You will have

Essential:

- A relevant degree or equivalent experience
- Experience in implementing Te Tiriti o Waitangi in action.
- Minimum 3-5 years risk management experience, preferably in complex organisations and/or health setting
- Strong working knowledge and experience in using ISO 31000 or similar, risk management processes and electronic risk management systems
- A proven ability to work collaboratively across multidisciplinary teams and with internal and external stakeholders
- Strong analytical and critical thinking skills
- Well-developed and advanced problem-solving skills
- Strong written and oral communication skills - the ability to think innovatively about how to present findings and information to stakeholders
- A commitment to cultural safety and managing cultural ambiguity
- A curious mindset, that is open to integrate fresh ideas, new data and information and different perspectives
- Ability to prioritise work with limited day-to-day guidance and direction

- Proactive mindset, self-starter with a willingness to take on challenges

Desired:

- Understanding of the health sector.
- Understanding of quality and continuous improvement systems .

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.
- With the support of Health NZ, proactively take care of your own health and safety, to ensure a safe and supportive work environment.
- 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.
- Be resilient and adjust behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress
- Prioritise work with limited day-to- day guidance and direction
- Quickly assimilate and interrogate new information or areas of work and come to an understanding of unfamiliar or complex concepts and environments .

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.

**The reference to salary band in this position description is for internal benchmarking and role sizing purposes only. The salary band designation does not form a term or condition of employment and may be changed by the employer at any time. In accepting a Health NZ employment agreement you acknowledge and accept this. Changes to the salary band will not affect an employee's current salary or remuneration.*