

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	Cancer Manager
Reports to	Service Manager Medical Services
Location	Nelson Marlborough (District-Wide)
Department	Medicine, Oncology and Haematology
Date	16 July 2026
Salary band (indicative)ⁱ	(IEA) Individual Employment Agreement Grade 20
Children's Worker roleⁱⁱ	No

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:

Nelson Marlborough's Cancer Manager is responsible for progression of initiatives to enhance cancer services across the district.

The position arises out of the government's transformative investment in cancer treatments and will facilitate improved access to new cancer medicines. The role-holder will lead successful implementation of new technology to support diagnosis and treatment of cancer; coordinate changes in the model of care for local cancer services; work with stakeholders to establish a new community infusion clinic; and support overall service improvements required due to growth of need for cancer services in the Nelson Marlborough area.

Travel within the Nelson Marlborough district and Te Waipounamu region is required from time to time.

Key Result Area	Expected Outcomes / Performance Indicators
Implement Investment in Cancer Services	- In alignment with the NZ Cancer Action Plan 2019-2029, lead the implementation of key projects to increase access to cancer services. - Facilitate the co-design and delivery of services in partnership with clinical teams, coordination providers, and community

	stakeholders so that new or enhanced services are tailored to meet the specific needs of communities. • Ensure services are responsive to the needs of Māori, Pacific peoples, disabled people, and rural communities, with a focus on reducing barriers to access. • Identify and scope outcome requirements including measures of success and alignment with national/ regional / local / organisational objectives. • Set up and facilitate the work programme. • Facilitate and/or undertake clinical and/or administrative deep dives as required and develop improvement plan based on findings and recommendations. • The likely implications of proposed actions prior to implementation are reported and communicated.
Implement National Operating Priorities	• Implement Health NZ strategic direction and standards of care for implementation as outlined by National Cancer Clinical Network. • Implementation of the national service delivery models of care, standards of care and clinical service plans to reduce unwarranted variation.
Change and Programme Management	• Service change management as required, in partnership with Clinical Leads and General Managers. • Establish and nurture stakeholder relationships, taking into account their levels of influence and particular interests. • Monitoring of the effectiveness of change and adjustment of the approach to change and associated initiatives accordingly. • Implementation of quality improvement initiatives. • Adoption of structured processes to apply a project management approach as appropriate for relevant pieces of work. • Risks are identified and contingencies established and monitored. • Produce regular progress reports suitable for each stakeholder group.
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.
- Emerging issues that pose significant organisational risk.
- Any changes to service policy or programme design that have financial or operational implications.
- Public-facing or sector-facing communications requiring endorsement or alignment with national messaging.
- Service activity that significantly overlaps or impacts other service delivery.

Relationships

External	Internal
• Regional Cancer Service Networks including FCT Teams • Cancer Coordination Providers • NGOs • Hei Āhuru Mōwai • Te Piki Oranga • Other primary health organisations • Cancer Society NZ	• Elective services teams • Other clinical services • Cancer service provision • Palliative care services • Hauora Māori Services • Pacific Services • Commissioning • Business Intelligence/Health Analytics • Patient and whānau experience team • Local Travel Coordinators

About you – to succeed in this role

You will have

Essential:

- A relevant tertiary-level health, social science or management qualification.
- Experience in implementing Te Tiriti o Waitangi in action.
- 5 years' project management, service improvement, clinical redesign and change management experience in a large, multifaceted healthcare environment.
- Previous public sector and health sector experience essential.
- A systems approach to healthcare delivery.
- Strong business acumen, seeing both short and long-term impacts of decision making.
- Experience of operational and capacity planning and service development.
- Experience in delivering sustainable system, process and performance improvement.
- Experience in delivering change and performance with and through teams, by engaging them in the directions and delivery of plans, implementing clear work priorities, ensuring capability to deliver, monitoring performance, and providing timely, regular feedback.
- Knowledge of quality management principles and improvement practices.
- Knowledge of health care, facilities and asset management, and communications.
- Strong track record of managing complexity and risk whilst maintaining high standards of service delivery.
- Highly developed analytical and problem-solving skills.
- Proven experience in successfully developing and maintaining a structured approach to managing a wide

range of stakeholder and professional relationships both internally and externally.

- Experience using consumer and whānau experience to drive change.
- Experience operating in a confidential/secure environment with access to sensitive information.
- Excels at operating in a fast-pace, collaborative environment.

Desired:

- Clinical qualification
- Recognised project management qualification such as PRINCE2
- Experience with equity impact assessments
- Understanding of the machinery of government

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:

- [Nil]

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.