

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 Secretarial Support
Reports to	Team Leader – Clinical Support Services
Location	Nelson
Department	Clinical Support Services
Date	11 August 2026
Salary band (indicative)ⁱ	Administration Workers Collective Agreement Band 5 Step 1 to Step 6
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:

Provide a seamless and efficient patient journey by achieving commonalities in systems and efficiencies across a range of different disciplines. The position holder may therefore be required to work across various departments, and cover a number of roles in order to meet operational or patient requirements.

- To assist Patient Flow through the Hospital system.
- To provide an efficient clerical, reception/administration service for the department/ward.

This role is a generic position and reports to a Team Leader position within Clinical Support. The role will contribute fully as a member of a department or ward within Clinical Support and will work collegially with other staff to ensure the delivery of quality healthcare across Health NZ.]

Key Result Area	Expected Outcomes / Performance Indicators
Enhance Patient Flows	• Appointments are made in a patient-focussed, timely and coordinated manner to ensure minimum impact on the patient.

	• Clinical appointment times meet elective services criteria. • Clinical records are available to meet the needs of the unit. • All available pre-admission opportunities for patients are filled. • A suitable pool of pre-admitted patients is maintained for short-notice call-up for surgery. • Effective use of Patient Administration System (PAS) and clinical intranet to ensure patient flow is in accordance with Ministry guidelines.
Secretarial Data management To ensure a full secretarial service is provided to the Consultants	• Accurate and timely processing of clinical letters, reports, operation notes and other medical typing. • Data entry and maintenance of PAS including Waiting Lists and elective surgery bookings. • Arrange pre admission appointments. • Maintain up to date files for wait list patients – all patients on waiting list are current and still require surgery. • Patients are notified with appropriate information regarding pre admission and surgery dates and times. • Prompt production of accurate documents in appropriate format. • All data base information is current and correct. • All patient results and correspondence is filed in the clinical record in a timely manner.
Reception To provide a friendly and informed initial contact with public, patients and staff Telephone duties and enquiries	• To provide friendly and courteous response to counter & telephone enquiries promptly and efficiently. • Visitors and telephone callers receive a friendly, welcoming and courteous service. • Messages are taken accurately, delivered promptly and sufficiently detailed to allow an informed response. • To provide a quality front line service. • Screen and direct enquiries to appropriate personnel, answer routine enquiries. • Check patient current details on arrival and update as needed in PAS.
General Office Administration	• Open all incoming mail and distribute to appropriate person/place. • Trace and action returned mail. • Maintain Digital Dictation Standards as required and directed. • Maintain desk file for department.
General Cover	• Able to provide cover within any department or ward in order to meet organisational or patient needs. • Working shifts as required to meet operational or patient requirements. • Any other tasks as required by your Manager.

Professional Development	• Participation in annual performance review process including review of performance goals and identification of areas for professional development. •
Quality Improvement	• A quality, customer-focused service is provided at all times, which follows best practice. • Participation in quality improvement processes in your area of work.
General – Other Other duties as negotiated with your Manager	• The core values of Health NZ (openness, integrity, compassion, respect and customer focus) are demonstrated in day to day interaction with others. • Undertake general clerical duties within the department/ward as required. • Undertake projects and any other relevant work discussed with the relevant Team leader. • Participate in training needs analysis and undertake identified learning development and career opportunities. • Participate in regular team meetings. • Order supplies as requested or required. • Participate actively in office housekeeping duties.
Other Associated systems to support the clerical functions	• Desk files (Standard Operating procedures) and process maps. • Comply with the Privacy Act 1993, Health Information Code 1994, Clinical Records Policy and Procedures and Health NZ Procedures. • Carry out all duties safely.

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 to your manager

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.

Relationships

External	Internal
- Patients - GP's - Other Hospitals - Visiting Clinicians	- Patients - Clinic Nurses - Clinicians - Clinical Records - Other Health NZ Staff

About you – to succeed in this role

You will have

Essential:

- NCEA Level 2 English and Maths advantageous.
- Medical Terminology qualification advantageous.
- Digital dictation and transcription qualification advantageous.
- High level communication skills, able to communicate effectively with a wide range of health professionals.
- Good organisational skills and ability to prioritise .
- Fast and accurate computer, word processing and data entry skills.
- Ability to use initiative and work unsupervised.
- Be able to show attention to detail and accuracy.
- Flexibility and willingness to undertake new tasks.
- Ability to prioritise work and manage a busy work load.
- High standard of oral and written communication skills.
- Familiarity with health systems and terminology would be an advantage but not essential.

- Have an understanding of The Treaty of Waitangi.
- Intermediate / Advanced knowledge of Microsoft Office applications ie: Word, Excel, PowerPoint and Outlook.
- Keeps up to date with available information technology relevant to position.
- Understands and complies with Health NZ Information Technology policies.
- Be sensitive to the needs of all patients and public regardless of need or cultural back ground .
- Have demonstrated strong customer service orientation.
- A high level of personal initiative, and motivation.
- Be professionally presented.
- Mental and physical health status appropriate to the position.
- Demonstrated ability to show initiative and motivation.
- Be able to work/liaise closely with staff at all levels of the organisation.
- Ability to work under pressure, constantly prioritising as deadlines change.
- Adheres to confidentiality requirements.
- 'Can do' attitude.
- Pleasant disposition, sense of humour and ability to work with a high degree of diplomacy and co-operation and able to develop good working relationships.
- Versatile, innovative and possess the ability to adapt within a changing environment.
- Ability to work within a multi disciplinary team with a high degree of co-operation.

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.

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.