

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	Occupational Therapist (Inpatients)
Reports to	Team Leader Occupational Therapy
Location	Nelson
Department	Occupational Therapy
Date	22 July 2026
Salary band (indicative)ⁱ	Allied Health MECA PSA Step 1 to 8
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 primary purpose of the role is to:

- Work in our Occupational Therapy Team to provide safe and clinically effective assessment and intervention to identify and meet the client's occupational performance goals.
- Provide clinical oversight and appropriate delegation to kaiāwhina.

The position is central to the inpatient Occupational Therapy team, working collaboratively with MDT colleagues, other community services, and reporting to the Team Leader.

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 in a way that is consistent with the Organisation's vision and values.

Key Result Area	Expected Outcomes / Performance Indicators
Leadership & Management	• Contributes to the development of team goals and service delivery. • Attends and contributes to relevant department, clinical and team meetings, leading and facilitating such meetings as requested. • Assists Team Leaders and Professional Leaders in clinical assurance activities as requested. • Directs and delegates work to Allied Health assistants and support staff as required in the role, ensuring that delegated tasks, documentation, and communication is carried out. • Utilises resources (time, equipment,) efficiently and effectively. • Maintains timely and accurate statistics as required by department.
Clinical Practice	• Takes legal and professional responsibility for managing own caseload of patients / clients with increasing complexity and be able to independently adapt and make decisions regarding occupational therapy intervention. • Utilises information available to prioritise patients/clients to enable appropriate allocation of referrals and workload with staff in the team. • Carries out comprehensive assessment with patients/ clients (and whānau where appropriate) this may include use of standardised assessments to assist in assessment and intervention planning. • Formulates and delivers individualised occupational therapy intervention using comprehensive clinical reasoning skills and in-depth knowledge of treatment approaches. This should, take into account the patient's own goals and those of the wider inter-disciplinary team (IDT). • Demonstrates effective communication, to establish a therapeutic relationship and set expectations with patients / clients, whānau and the IDT, inclusive of the wider health team and external agencies as appropriate. This includes relaying complex, sensitive and contentious information. • Assesses the patient's understanding of assessment, interventions and goals and gain informed consent for intervention, taking into account those who lack capacity (e.g., those with cognitive difficulties). • Regularly reassesses and evaluates the patient / client's progress against identified goals and adjust intervention as situations change. • Refers on to other services to work with the patient/client towards achievement of longer-term goals. • Develop comprehensive discharge / transfer plans as appropriate. • Carries out regular clinical risk assessments for patients/ clients on own caseload and takes action to effectively manage identified risks, seeking support where appropriate.

	• Demonstrates an awareness of health inequalities, with evidence of implementing actions within own clinical practice towards reducing these for the patient/client and/or whānau. • Represents the service and / or individual patients/clients at clinical meetings and case conferences to ensure the delivery of a coordinated multidisciplinary service and to ensure occupational therapy is integrated into the overall intervention (where appropriate) including discharge planning. • Adheres to any applicable recognised best practice for occupational therapy and any relevant clinical policies and practice guidelines. • Provides advice, teaching and instructions to patients, carers, relatives and other professionals to promote consistency of support being delivered. • Responsible for assessment and prescription of short-term equipment, longer term equipment funded by Enable NZ and minor structural adaptations to the patient's home. • Identifies unmet needs of patients and identifies potential solutions to address these needs. • Undertakes assessments in an organised and systematic way. • Completes documentation consistent with legal and organisational requirements. • Demonstrates awareness of local, sub-regional and regional context in relation to provision of health and social support and the impact on service provision. • Demonstrates provision of culturally safe and bicultural practice with patients and their whānau. • Demonstrates an understanding of the roles of the interdisciplinary and transdisciplinary team. • Applies evidence-based practice. • Participation in peer review. • Participation in multidisciplinary team meetings as required by the role. • Ensures linkages to the wider allied health services.
Teaching & Learning	• Maintains competency to practice through identification of learning needs and Continuing Competency (CPD) activities. This should comply with professional registration requirements. • Contributes to training within the team/service. • Supervises, educates and assesses the performance of Occupational Therapy students. • Provides interdisciplinary education in direct clinical area, or discipline specific teaching across teams. • Maintains an awareness of current developments in the clinical areas being worked in and make recommendations to changes in practice. • Be involved in the induction and training of newly appointed staff as required. • Provides mentoring and clinical support and/or professional supervision where required.

	• Demonstrates the ability to critically evaluate research and apply to practice • Completes mandatory training as applicable for the role. • Participates in an annual performance review and associated clinical assurance activities. • Participates in regular professional supervision in line with the organisation's requirements and/or professional body. • Attends department in-service training programme.
Service Improvement & Research	• Broadens research and development skills through participation in local audit and research projects as identified by team leaders, professional leaders, or other allied health professionals. • Participates in quality improvement activities to develop and improve service delivery, clinical practice, or professional standards. This may include care pathways/treatment protocols, standards of practice etc. • Develops and /or participates in regional/sub regional professional networks as appropriate to area of work. • Contributes to annual planning process, including identifying gaps in service and participating in work/projects that may result from the planning process. • Practises in a way that utilises resources in the most cost-effective manner, including inter-disciplinary and transdisciplinary practice. • Active participation in department quality and service developments. • Establishes working partnerships with external organisations to promote integrated working. • Participate in workfare redesign programmes.
Professional Competencies	• Maintain own professional registration requirements as directed by the legislation relevant to the incumbent's profession. • 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 processes and reflects best practice. • You live and support the Health NZ 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 line manager / Professional Leader. • Performance objectives reviewed annually with the line manager / professional leader. • Participate in the Health NZ management and Leadership programmes. • You actively seek feedback and accept constructive criticism.
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.

- Nil

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.
- Nil

Relationships

External	Internal
• NZ Occupational Therapy Board • Professional Association • NGO - Community • GP's and Primary care • ACC • Enable • Academic Institutions • Peers in other Health NZ regions	• Other Occupational Therapy in patient and community staff • Patients • Families and whanau • Te Waka Hauora • Other Allied Health Staff • Public Health Services • Clinical Staff • Needs Assessment & Service Coordination • Hospice • Mental Health & Addiction & Disability Services

About you – to succeed in this role

You will have

Essential:

Registered Occupational Therapist

- A New Zealand registered Occupational therapist with a current practising certificate.
- Current full drivers' licence.
- Clinical experience in a variety of clinical / disability areas within the hospital and / or community environment as commensurate to the role.
- Broad understanding of practice areas.
- Experience of working with other professions i.e., experience of multidisciplinary- inter-professional settings.
- Committed to the ideals of research and evidence-based best practice.
- Have a sound knowledge of IT systems and applications.
- Outstanding interpersonal and communication skills.
- Ability to network, development 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.

Desired:

- Member of Professional Association.
- Calderdale training.

- Enable accreditation.
- Experience using a skill share model.

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.