

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	Team Leader Occupational Therapy – Operational & Professional
Reports to	Associate Director Allied Health
Location	Nelson
Department	Allied Health
Date	07 October 2026
Salary band (indicative)ⁱ	PSA Allied Health SECA Designated Positions Scale - D
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:

- Provide day to day leadership, operational management, and planning for the Nelson Hospital inpatient occupational therapy team of registered health professionals and assistants to deliver a sustainable, high-quality service that contributes to the achievement of best patient outcomes and organisational goals.
- Provide day to day leadership, operational management and planning for the Nelson Allied Health Equipment Store to deliver a sustainable, high quality service that supports inpatient, outpatient and community equipment provision and stock management.
- The role also provides professional leadership for Occupational Therapy, across Health NZ Nelson Marlborough services with a focus on workforce development, safe and high-quality care, outcomes focussed practice and integration that support strategic development and organisational priorities.

The role provides senior allied leadership to facilitate the ongoing development of best practice, promotion of inter-disciplinary / trans-disciplinary models of care and professional development, lead service delivery changes and practice development to meet improved consumer outcomes and local or national reporting requirements, and develop, maintain and

evaluate organisational systems to facilitate delivery of safe, quality care. Participates with the service leadership team, in the development and maintenance of effective systems of care and to provide expert allied health input into the strategic leadership and day to day management of allocated service area. May or may not have a budgetary responsibility

This role works collaboratively with other professional leaders, managers and other related positions across the NMH and the wider health system to support and develop opportunities for interprofessional teamwork and greater integration of health services.

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

Key Result Area	Expected Outcomes / Performance Indicators
Leadership and Management	• Provides strategic leadership for Occupational Therapy professional matters, including advice to the Associate Director of Allied Health and other leaders as required. • Leads the development of annual service plan that aligns with the organisation's strategic goals and values. • 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 patient / 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. • Ensures own and teams/professions compliance with organisational policies and procedures. • 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 appropriate. • Completes recruitment and credentialling processes ensuring policies are followed to deliver required patient/client services. Mitigation plans are put in place where unable to recruit suitably skilled staff.

- Uses workforce management approaches that identify future workforce needs for the team/profession, inclusive of strategies for recruitment, retention, succession planning and career development. This could potentially be across services and the region.
- Develops strategies for increasing the number of Māori and Pacific 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 managers when outside own service) including reporting to registration boards or equivalent as required.
- 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.
- Develops and maintains a dialogue with relevant professional bodies and agencies to highlight issues and opportunities in relation to professional practice.
- 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.
- Ensures Health & Safety systems and management are in place – with Health and safety agreed targets met including aspects in appendix 1
- 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 HNZ.
- 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. • Actively engages in developmental conversations and performance reviews for staff members. • Provides timely and accurate reports as required. • Contributes to relevant certification and accreditation activities.
Clinical Practice	• Where the role has a clinical component, demonstrates practice that meets the expectations of advanced allied health professional. • Takes responsibility for providing clinical leadership in Occupational Therapy, 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 interprofessional working, including skill share and delegation within the New Zealand healthcare system. • Works to identify and support opportunities for Occupational Therapy advanced clinical practice. • Promotes effective communication among staff 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.
Teaching & Learning	• Maintains competency to practice through identification of learning needs and continuing professional development activities. This should comply with professional body requirements. • Participates in own annual performance review and associated clinical assurance activities. • Completes applicable training for effective delivery of the role. • 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. • Ensures members of the team are orientated to the role and the organisation.

	• Facilitates and advocates for professional development opportunities for Occupational Therapy, 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 Occupational Therapy, to support service delivery. • Oversees student contracts for the profession and works with managers in facilitating placement of students. • Develops and maintains effective working relationships with teaching institutions, inclusive of providing recommendations for curriculum development, sharing information on practice changes, and working in partnership to enhance workforce readiness of graduates. • Supports and encourages the team, profession and other health professionals in developing collaborative interprofessional learning opportunities (across professions, services, districts & sectors).
Service Improvement & Research	• Develops and monitors clinical assurance activities for the profession (inclusive of adherence) and makes recommendations for change where indicated, in collaboration with the Associate Director of Allied Health. • Identifies and supports opportunities for innovative clinical practice in Occupational Therapy, in collaboration with others, which will provide benefits to patients and service. • 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 annual 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 identify and implement service improvements as appropriate. • 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 Occupational Therapy profession 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.
Professional Development - Self	• Maintain your professional registration • Identifying areas for personal and professional development and have an up to date professional development plan. • Training and development goals are identified/agreed with line manager • Participates in HNZ management and leadership programmes. • You actively seek feedback and accept constructive criticism. • Demonstrates cultural competency through behaviour, attitude and approach. • Demonstrates how Occupational Therapy service supports reducing health disparities between Māori and non-Māori and between high needs whānau and the wider community. • Has an on-going commitment to undertaking training in te reo, tikanga and understanding Māori practices.
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 Nelson Marlborough processes and reflects best practice.

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.
- Operational issues
- Performance or competence concerns
- Situations that place patients, staff or yourself at significant risk without support
- Clinical standards failure
- Workforce issues
- Health and safety concerns

Relationships

External	Internal
- Registration Authority - Professional Associations - NGO Māori Providers - NGO - Community - GP's and Primary care - ACC - Enable - Academic Institutions - Peers in other Health NZ's	- Occupational Therapy staff - Kaiawhina Allied Health Assistants - Associate Director Allied Health - Allied Health Leadership Team - Other Allied Health Professionals - Patients, clients, consumers - Families and whānau - Māori Health Providers - Other Hospital facilities and staff - Needs Assessment Service

About you – to succeed in this role

You will have

Essential:

Qualifications

- A current registration with the Occupational Therapy Board of New Zealand and a current practising certificate.
- Current full driver's licence.
- Member of Occupational Therapy Professional Association.

Experience

- A minimum of 7 years of clinical experience.
- Proven clinical leadership, operational management experience working within multidisciplinary and interdisciplinary teams.

Knowledge and Skills

- Broad understanding of Occupational Therapy 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.

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.

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
COVID-19	You are required to provide proof that you have completed your primary course of two NZ approved Covid-19 vaccinations
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Te Whatu Ora
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.