Te Whatu Ora
Health New Zealand

Position Description | Te whakaturanga ō mahi

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Title	**Clinical Midwife Co-ordinator**			
Reports to	Midwife Manager			
Location	Nelson/Marlborough			
Department	Maternity			
Direct Reports	TBC		**Total FTE**	TBC
Budget Size	**Opex**	Nil	**Capex**	Nil
Delegated Authority	**HR**	Nil	**Finance**	Nil
Date	August 2026			
Salary band	MERAS Senior Midwife Salary Scale			
Childrens' worker role	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:

- Safely co-ordinate the maternity department/area
- Coordinate triaging of acute maternity admissions to the department/area
- Manage planned admissions and transfers from other maternity units and ambulance or helicopter transfers between centres
- Allocate staff according to clinical need
- Manage short notice roster changes and plan staffing for forthcoming shifts
- Manage critical emergencies without the immediate aid of medical staff and liaise with the multi-disciplinary team as needed.
- Ensure co-ordinated care for whānau by liaising with allied services such as social workers, Oranga Tamariki, Maternal mental health, NGOs, Hauora Māori services Laboratory services, Theatre staff, ICU teams etc.

- Create a collaborative and caring working environment were all staff and access holders are respected and valued
- Provide oversight, teaching and support to maternity staff and students
- Provide oversight as the senior midwife on-site out of hours and at weekends

Key Result Area	Expected Outcomes / Performance Indicators – Position Specific
Delivers excellent clinical care[6]	• Works in partnership with whānau to culturally and clinically safe support them through pregnancy, birth and the postnatal period, including care of the newborn. • Uses the clinical and technical skills needed to provide safe appropriate care. Physical skills[5] include, but are not limited to, abdominal palpation, cannulation, facilitation of birth, suturing, management of emergencies such as shoulder dystocia, and adult and neonatal life support. • Supports, promotes and protects physiological birth • Identifies deviations from expected trajectory of care and acts to provide assessment, diagnosis, treatment (including prescribing of medications) and referral to medical care where this is appropriate. • Responds swiftly and appropriately to clinical emergencies, ensuring that lifesaving care is provided and the appropriate support is summoned • Provides care for whānau who have experienced an unexpected outcome including perinatal death and provides appropriate bereavement support
Enables partnership in clinical care decision making[10]	• Refers to birth care plan and reviews care plan with whānau at start of care • Ensures whānau have access to pregnancy and parenting information/education • Directs whānau to Health NZ information about services or practices that may be new to them such as: Induction of labour, water for labour and birth, epidural anaesthesia, breastfeeding, newborn jaundice etc. • Spends time discussing risks, benefits and alternatives and ensuring whānau are making an informed choice about their care
Plans care[4] according to clinical need	• Uses ISBAR tool to accept referrals direct to the department/area from the community or other hospital service and triages according to clinical need. • Organises ambulance or helicopter transfer of women or babies to other centres as required. • Prioritises care and allocates staff according to clinical need. • Determines clinical need and allocates staff fairly to match

	• Updates TrendCare™ and other local reporting systems • Activates VRM escalation plan if in amber or red. • Is a point of contact for the hospital wide duty Nurse Manager
Shift Coordination	• Provides advice and support to kaimahi with clinical decision making • Provides support to staff on the shift and especially new to service or new graduate staff • Support staff in de-escalating difficult situations with whānau • Ensures that staff can take meal and rest breaks • Ensures tasks that are required for the smooth functioning of the ward/ unit are completed on that shift • Ensures emergency equipment is in a state of readiness
Participates in service improvement[7]	• Identifies areas of care where improvements can be made. • Works with the Midwife Manager and others to design service improvements and supports change management in their area. • Participates in audit or research[11] (approved by Maternity Clinical Governance) to identify where clinical improvements can be made
Supports the manager in delivering safe, effective and affordable care.[8]	• Uses short notice staff judiciously and is cognisant of balancing cost while ensuring safe care. • Supports active management of leave • Ensures equipment and facilities are well maintained and repairs are undertaken in a timely manner. Notifies Midwife Manager of any facilities remediation needed or any equipment issues
Local responsibilities	

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.

Culture and People Leadership[1]

- 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 the Midwife Manager[12]

- Any personal absence from work
- TrendCare variance in amber or red
- Any serious complaint
- Any serious parenting concerns where Oranga Tamariki may become involved
- Any serious adverse event in the hospital or community (Report also in adverse event reporting system e.g. Datix/RL6)
- Any out of region transfers
- Any serious concerns regarding staff or LMC behaviour or professional practice
- Any repeated or unexplained staff absences
- Any concerns about safety, service continuity or compliance with organisational and legislative requirements

Working conditions - physical, mental and emotional effort expected of the role.[16]

Physical[13]	• The role involves supporting heavily pregnant people some who may have regional anaesthesia, training is provided in manual handling • The role involves spending periods of time on the floor during labour and birth or bent over a breastfeeding parent, this can place the spine and knees under stress if not managed safely • Nitrous oxide is used reasonably often in the department, and this can have health effects on workers exposed over a period of time • The role can involve lots of walking during a shift. This can cause stress on feet, knees and hips • The role involves exposure to airborne pathogens, bodily fluids and blood
Mental[14]	• The role involves shift work including night duty with the inherent health implications of working unsocial hours and potential sleep deprivation • The role involves the need to multi-task calmly during high stress situations such as critical clinical emergencies • The role involves de-escalation of distressed whānau and managing violent or potentially violent behaviours
Emotional[15]	• The role involves working with bereaved whānau and whānau who have experienced an adverse outcome, this can trigger memories of personal loss. • This is a complex and high stress environment and there are multiple multi-able staff and learners present in the department; this can be a highly charged environment and the person in this role is expected to always remain calm under pressure.

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Relationships

External	Internal
• Women/pregnant people, newborns and their families • Lead Maternity Carers • GPs and other primary care practitioners • Oranga Tamariki • NGOs • Well child providers • Tertiary education provider • Midwifery students • Hato Hone St John | Wellington Ambulance • Other Districts • Flight Retrieval Team	• Maternity staff • Obstetric staff • Anaesthetic and Theatre staff • Allied Health staff • Neonatal staff • ED staff • Mental health staff • Local "daily operations" staff • Hauora Māori Service

About you – to succeed in this role

You will have

Essential:

- Be registered with the Midwifery Council of New Zealand
- Hold a current Midwifery APC
- Have a current Vulnerable Children's Act children's worker screen
- Have a minimum of 3 years' midwifery experience, some of this in a senior role at least at shift leadership level.

Desired:

- QLP Leadership Domain
- Postgraduate education in Midwifery, Women's Health or similar

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.
- Build trusted relationships and works collaboratively to achieve shared goals.
- Demonstrate a capable work ethic and an ability to complete tasks on time.
- Demonstrate an appreciation of the importance of privacy and confidentiality, protecting health information and using it appropriately.

- Understand the legal, statutory and contractual structures supporting the delivery of maternity care.
- Demonstrates a high level of personal responsibility, accountability and integrity
- Take care of your own physical and mental wellbeing, and have the resilience needed to undertake the role, and seek support where needed.
- Demonstrate self-awareness of your impact on people and invest in your professional growth.
- Deliver results through effective planning, sound judgement, and personal accountability.
- 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:

- Willingness and ability to work across areas/services if needed

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 position holder may be asked to perform other duties as reasonably required by the employer in accordance with the role.