Health New Zealand
Te Whatu Ora

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	Director of Clinical Training			
Reports to	Chief Medical Officer			
Location	Nelson			
Department	Office of the Chief Medical Officer			
Direct Reports	N/A		**Total FTE**	N/A
Budget Size	**Opex**	**N/A**	**Capex**	N/A
Delegated Authority	**HR**	**N/A**	**Finance**	N/A
Date	1 November 2026			
Salary band (indicative)[i]	Medical and Dental Specialists Collective			
Children's Worker role[ii]	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:

The Director of Clinical Training is a medical leadership role responsible for the strategic oversight, quality, and governance of medical education spanning medical students through to vocational trainees. The role ensures the organisation provides a high-quality accredited training environment, advocates for and supports the welfare of prevocational and vocational trainees, leads education strategy, supports supervision and teaching capability, and oversees accreditation with the Medical Council of New Zealand (MCNZ) and specialist colleges.

Key Result Area	Expected Outcomes / Performance Indicators
Medical training leadership and quality assurance	• Work with the Chief Medical Officer and RMO Unit to achieve the key objectives and outcomes of the Office of the CMO and RMO Unit. • Oversee clinical training of prevocational doctors to meet MCNZ requirements and grow a sustainable medical workforce for Health NZ nationally and Nelson Marlborough in particular. • Engage with professional Colleges in accreditation processes for vocational trainees.

	• Champion quality improvements in prevocational training and work with the RMO Unit and senior clinicians to develop and deliver high-quality medical education and training. • Oversee and support career development and capability-building strategies within the context of Health NZ Nelson Marlborough. • Promote Health NZ Nelson Marlborough as a first choice of workplace for prevocational and vocational trainees. • Assist the RMO Unit to provide teaching sessions for Resident Medical Officers (RMOs). • Support the development of Senior Medical Officer (SMO) and RMO teaching skills to ensure high-value education and training is provided. • Develop programmes and resources that will enhance and support the learning of prevocational doctors. • Engage and lead in research/audits of workforce education and other workforce topics. • Encourage and support an apprenticeship model of workplace learning • Provide teaching for prevocational doctors from own area of specialty interest.
Oversight of Prevocational Education Supervisors (PES)	• Lead the PES team and meetings to enable achievement of Health NZ priorities and MCNZ requirements. • Support, guide and mentor Prevocational and Clinical Supervisors. • Oversee allocation of interns to supervisors and ensure that all educational supervisor responsibilities are covered during times of leave. • Oversee Advisory Panel process to ensure that PES sign off training records and MCNZ registration requirements are met. • Train new supervisors in the use of ePort.
Strategic relationship management	• Actively build and maintain relationships with external training bodies involved in medical workforce training. • Regularly liaise with other district and region Directors of Clinical Training/Directors of Prevocational Training. • Lead and host MCNZ prevocational accreditation visit activities.
Workforce oversight	• Work with clinical services, the RMO Unit, Human Resources and Resident Doctors Support Service (RDSS) regarding individual and wider employment matters relating to interns, House Officers and Registrars. • Connect with clinical leaders for both internal and external (community based) attachments, to ensure that MCNZ expectations are being met within the attachment and that any concerns about individual prevocational doctors can be reported, in line with current Health NZ policy and processes. • Support the RMO Unit in the annual Advance Choice of Employment (ACE) process and participate in the selection and allocation of PGY1s according to Health NZ Nelson Marlborough's needs. • Participate in the allocation of PGY2 runs along with the RMO Unit, PES, and CMO.

Advocacy, mentoring and welfare	• Advocate for the needs of prevocational doctors, including adequate resourcing to meet MCNZ requirements. • Provide counselling, mentoring and pastoral care to interns and RMOs. • Ensure all prevocational doctors have named educational and clinical supervisors who fulfil MCNZ requirements regarding supervision, training and welfare. • Ensure early recognition of poor wellbeing and/or performance, and ensure appropriate interventions and liaison with relevant services.
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.
- Any matter that may affect the reputation of the organisation.

Relationships

External	Internal
• MCNZ • Universities of Auckland, Otago and Waikato • NZRDA and STONZ representatives	• Chief Medical Officer • Clinical Directors, Prevocational Education Supervisors and Clinical Supervisors • RMO Service Manager and RMO Unit • Directorate leadership teams and medical staff within services • Resident Doctors Support Service (RDSS) • Directors of Clinical Training in other districts and regions

About you – to succeed in this role

You will have

Essential:

- MBChB or equivalent.
- Full vocational registration with MCNZ.
- Fellowship with a professional College.
- Significant experience in people leadership, workforce development and performance management.
- Experience of strategic financial and resource management and allocation, including leading business case development.
- Significant clinical experience as a practicing clinician.
- Experience in medical education, teaching and facilitation at all levels.
- Experience in supervising and supporting doctors.
- Skills in curricula evaluation and development.

Desired:

- Diploma (or other qualification) in teaching and/or medical education or equivalent.
- Mentoring and coaching training and experience.
- Familiarity with the health service on a national and regional level.
- Track record of superior teaching and facilitation skills with strongly positive evaluations and/or awards.

- Experience as an MCNZ Prevocational Education Supervisor.
- A history of working collaboratively with universities and vocational colleges to optimise regional recruitment and retention, and an understanding of accreditation standards and training requirement of specialist colleges.

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.
- Demonstrate how you have focused on the pursuit of health targets, Māori health gains, and achievement of equitable outcomes for all.
- Demonstrate contribution to whole-of-system patient care, service transformation, and improved system-wide performance.
- Demonstrate how you have created positive, inclusive and accountable team culture, built capability in others, and fostered engagement and collaboration.

Desired:

- Demonstrate skills in conflict resolution strategies.
- Demonstrate experience in addressing employment concerns or issues.

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[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.