

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	Sonographer
Reports to	Unit Charge Sonographer
Location	Wellington
Department	Radiology Services
Date	20 July 2026
Salary band (indicative)ⁱ	ĀPEX Sonographer MECA
Children's Worker roleⁱⁱ	Yes — This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years

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:

To provide efficient and high quality patient focussed imaging for CCHV Radiology. To support the ongoing training of Sonographers and be an active participant in educational activities that support continuing professional development for the team.

Sonographers in this role enjoy interacting with a wide variety of health professionals and hospital departments. With a suite of brand new ultrasound machines, Sonographers enjoy producing high quality imaging which informs patient management and results in a high level of patient care. Upskilling is available in Vascular and Musculoskeletal ultrasound for the right candidate.

If you enjoy learning new things, and would like to be on the frontline of acute, tertiary-level ultrasound, then this role is for you.

The Directorate of Clinical and Support Services provides support and clinical support services throughout the hospital. The clinical support includes Radiology and Pharmaceutical services. Other hospital support services include patient administration services, facilities and clinical engineering services, security orderly services, fleet management, transport fleet management services and oversight of food, cleaning and waste management.

Radiology Services provide a wide range of diagnostic and interventional imaging for CCHV and adjacent regions, including Angiography, CT, Fluoroscopy, Mammography, MRI, Nuclear Medicine, Ultrasound and General Radiography. The service is multi-disciplinary, employing Radiologists, Nurses, Administration Support Staff, Medical Radiation Technologists (MRTs) and Sonographers. The Radiology department is a training institution for Radiology Registrars, MRTs and Sonographers.

Key Result Area	Expected Outcomes / Performance Indicators
Provide high quality diagnostic images and preliminary reports	• Produce diagnostic imaging of acceptable quality • Produce preliminary reports for Radiologists • Perform imaging in a timely fashion • Assist clinicians to perform interventional procedures with ultrasound guidance • Record required procedural information in the Radiology Information System
Staff Communication	• Must communicate with CCHV staff according to the Code of Conduct • Liaison between CCHV staff and Radiology staff is maintained • Liaison between Radiology Management and direct reports is maintained • Liaison between Ultrasound staff and Radiology Administration staff is maintained
Patient care	• Ensure that the Ultrasound service delivers care to the patient that meets standards required by Health and Disability Code of Patient Rights and other relevant legislation
Equipment and supplies	• Assist with maintaining equipment and supplies required within the service • Follow equipment fault reporting process • Participate in equipment quality assurance activities • Ability to identify areas of knowledge gaps with regards to equipment functionality
Professionalism	• Complies with responsibilities under the Health Practitioners Competency Assurance Act 2003 • Complies with MRTB code of Ethics • Knowledge and compliance with all governing legislation • Continuing professional development opportunities are maximised for Sonographers • Leads Performance appraisal process • Foster a collaborative approach to service delivery
Student Training	• Actively involved in student training Ensures appropriate supervision of students
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	• Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to. • Equity outcomes are front and centre in goals, performance monitoring and plans for service and team performance. Cultural competence is grown across the team, supporting inclusion and partnership.
Health & safety	• Ensure all Health & Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature. • Actively support and ensure compliance with Health & Safety policy and procedures; ensuring staff also support and comply. • Maintain a proactive culture of Health & Safety supported by systems. Ensure providers are aware of and have processes to comply with their health and safety responsibilities.
Compliance and Risk	• Participate in Reportable event process. • Participate in service quality improvement initiatives. Participate in Service audits.

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.
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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.
- [insert other matters which must be referred]

Relationships

External	Internal
• [insert external Medical Staff • Nursing Staff • Laboratory • Orderlies • Equipment service contractors relationships] •	• [insert into Radiology and WHS Service/Team/Clinical Leaders • Unit Charge of rostered area • Medical staff • Ultrasound team • Student Sonographers • Nurse Educators • Technical Staff • Nurses • Radiographic Assistants • Administration Staff •

About you – to succeed in this role

You will have

Essential:

- [insert minimum qualifications]
- [insert Knowledge, Skills & Experience:
- Provides evidence based literature to influence care given through best practice
- Actively seeks debriefing following challenging situations
- Provides a forum for exploration, discussion and resolution of ethical issues arising in practice
- Maintains clinical standards
- Participates in development of best practice based on theory/research
- Essential Professional Qualifications / Accreditations / Registrations:
- Registration as a Sonographer with NZ Medical Radiation Technologists Board
- Current practising certificate.
- Has completed a post graduate qualification that is nationally recognised
- Someone well-suited to the role will place a high value on the following:
- Provide training in response to the needs of individual colleagues and patients
- Provide support and mentoring
- Provides clinical teaching in the service to registrars, sonographers

- Ensures opportunities for reflective practice
- Commitment to the principles of the Treaty of Waitangi/registrations / APCs as appropriate]

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.
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Strategic Ability

- Sees ahead clearly
- Can anticipate future consequences and trends accurately
- Has broad knowledge and perspective
- Is future oriented
- Can articulately paint credible pictures and visions of possibilities and likelihoods
- Can create competitive and breakthrough strategies and plans

Directing Others

- Is good at establishing clear directions
- Sets stretching objectives
- Distributes the workload appropriately
- Lays out work in a well-planned and organised manner
- Maintains two-way dialogue with others on work and results
- Brings out the best in people
- Is a clear communicator

Customer Focus

- Is dedicated to meeting the expectations and requirements of internal and external customers
- Gets first-hand customer information and uses it for improvements in products and services
- Acts with customers in mind
- Establishes and maintains effective relationships with customers and gains their trust and respect

Total work systems

- Is dedicated to providing organisation or enterprise-wide common systems for designing and measuring work processes
- Seeks to reduce variances in organisation processes
- Delivers the highest quality products and services which meet the needs and requirements of internal and external customers
- Is committed to continuous improvement through empowerment and management by data
- Leverages technology to positively impact quality
- Is willing to re-engineer processes from scratch
- Is open to suggestions and experimentation
- Creates a learning environment leading to the most efficient and effective work processes

Problem Solving

- Uses rigorous logic and methods to solve difficult problems with effective solutions
- Probes all fruitful sources for answers
- Can see hidden problems
- Is excellent at honest analysis
- Looks beyond the obvious and doesn't stop at the first answer

Conflict Management

- Steps up to conflicts, seeing them as opportunities
- Reads situations quickly
- Good at focused listening
- Can hammer out tough agreements and settle disputes equitably
- Can find common ground and get cooperation. ...]

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.