

Position Description

Position	Head of Treatment – Radiation Therapist
Team / Service	Radiation Treatment
Group	Blood, Cancer, and Palliative Care
District	Capital, Coast & Hutt Valley
Responsible to	Team Leader – Radiation Therapist
Children’s Act 2014	This position is classified as a children’s worker, requiring a safety check including police vetting before commencing and every three years
Location	This position is expected to work from the Wellington Regional Hospital campus

Te Whatu Ora

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

Context

Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Te Wao Nui, the Child Health Service for the Wellington Region and Central New Zealand based in the new purpose built children's hospital on the Wellington Regional Hospital campus, supports babies to adolescents with medical conditions or who may need paediatric surgery. It provides both hospital and outpatient services.

Women's Health Services provide tertiary level maternity care in Wellington and Hutt Regional Hospitals and a Primary Birthing Unit in Kenepuru. The provision of services from Women's Health encompass community-based primary LMC care and breastfeeding support, and tertiary level obstetrics, gynaecology, and other specialist services.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

Te Tiriti o Waitangi and Māori Health Outcomes

Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

Mana whakahaere	Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.
Mana motuhake	Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.
Mana tāngata	Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.
Mana Māori	Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

The Vision, Mission and Values from our District

We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

Hutt Valley

Vision

Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

Mission

Working together for health and wellbeing.

Ō mātou uara – Values

Mahi Pai 'Can do': Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tōnu Always caring and Mahi Rangatira being our Best

Capital and Coast

Vision

Keeping our community healthy and well

Mission

Together, Improve the Health and Independence of the People of the District

Value

Manaakitanga – Respect, caring, kindness
Kotahitanga – Connection, unity, equity
Rangatiratanga – Autonomy, integrity, excellence

District Responsibility

The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

Radiation Treatment Service Perspective

Radiation Oncology sees over 1700 new patients per annum. The unit's technology base is predominately Varian with 3 fleet-matched TrueBeams (using Aria v16.0) in addition to an HDR Brachytherapy (HDRBT) unit, and a superficial x-ray unit, all supported by a wide bore CT scanner. The HDR BT unit is in a dedicated suite with an advanced procedure room to allow insertion under anaesthesia within the department. Access to MRI and a fully networked radiation treatment patient management system supports the service. Wellington is a training facility for oncology registrars, radiation therapists, and medical physicists. There is a research unit within the wider Wellington Blood and Cancer Centre to support a wide-range of local, national and international studies and clinical trials.

Purpose of the role

Radiation Therapists (RTs) work as part of the multidisciplinary team within the Wellington Blood and Cancer Centre to provide an effective and efficient treatment service to patients undergoing radiation treatment.

The **Head of Treatment – Radiation Therapist** plays a key leadership role within the radiation treatment service at the Wellington Blood and Cancer Centre, supporting the **Team Leader – Radiation Therapist** in the effective coordination, supervision, and ongoing development of the treatment areas. Working closely with the multidisciplinary team (MDT), this role ensures the delivery of safe, efficient, and high-quality patient care, while also contributing to continuous service improvement and innovation in treatment delivery.

Recognised as the clinical expert in the treatment area, the Head of Treatment consistently demonstrates advanced knowledge, leadership, and a commitment to best practice. This role is a key driver of quality improvement, practice development, and the advancement of clinical pathways, protocols, and guidelines. While there is no budgetary responsibility, the role includes delegated operational and staff management tasks and provides supervision and guidance to radiation therapists rostered in the treatment units.

This is a hands-on role that maintains a strong focus on patient care. The Head of Treatment must be prepared to provide direct clinical care as required and work collaboratively to ensure patients receive timely, appropriate, and compassionate treatment. Excellent communication and interpersonal skills are essential to support staff, foster strong working relationships across the MDT, and contribute to a positive, cohesive team culture.

All Radiation Therapists employed by Te Whatu Ora, Capital, Coast, and Hutt Valley must be registered with the New Zealand Medical Radiation Technologists Board and hold a current annual practising certificate as a Registered Radiation Therapist.

This position description outlines the general nature and level of responsibilities for this role. It is not an exhaustive list of duties, and employees may be required to undertake other tasks as needed to support the service.

Key Accountabilities

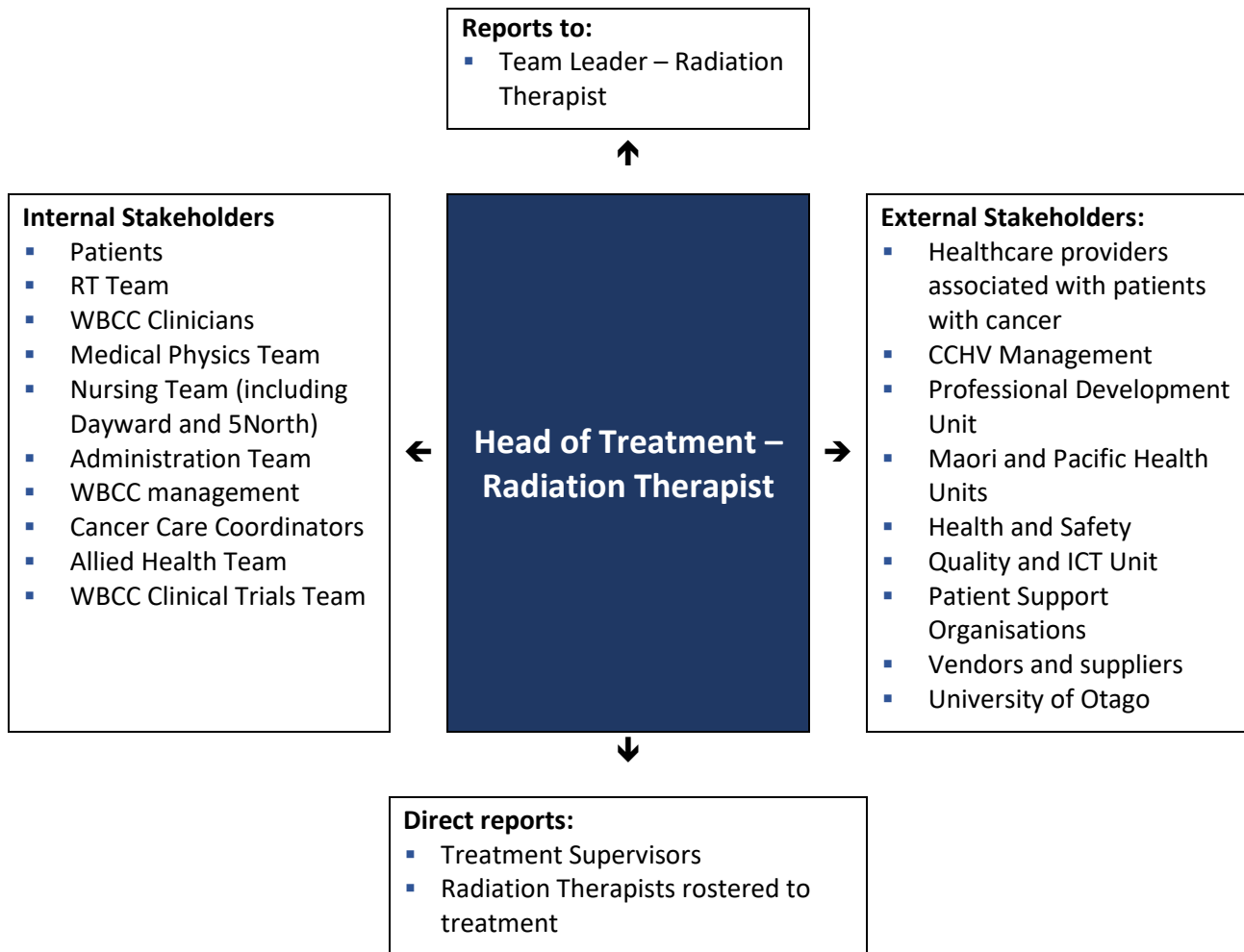
The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables / Outcomes
1. Clinical Practice	<ul style="list-style-type: none"> Provides day-to-day clinical leadership for the treatment units, offering expert advice, guidance, and support to team members Establishes and maintains effective therapeutic relationships through clear, respectful communication – including conveying complex or sensitive information to patients, whānau, and the MDT Assesses and manages clinical risk, supporting others in complex clinical and operational decision-making across care settings Role models culturally safe and bicultural practice, integrating patients' culture, values, and experiences into care delivery Recognises and actively works to reduce health inequalities through clinical practice and service improvement initiatives Ensures timely, accurate documentation in accordance with legal and organisational standards Adheres to recognised best practice, clinical policies, and guidelines relevant to radiation therapy Demonstrates awareness of the broader healthcare context – locally and nationally – and its relevance to patient care Provides expert clinical education and advice to patients, whānau, and healthcare professionals to support coordinated, informed care Identifies unmet patient needs and works collaboratively to develop solutions that enhance care delivery Builds strong, respectful relationships across all levels of the organisation and wider health system, using tact, diplomacy, and empathy – even in high-pressure situations
2. Leadership & Management	<ul style="list-style-type: none"> Prioritises patient treatment based on available information, ensuring effective scheduling, delegation, and workload oversight within the treatment area Leads, facilitates, and actively contributes to team, clinical, and departmental meetings Supports the Team Leader/Professional Leader in monitoring and upholding professional standards of practice Provides timely advice and recommendations to support service delivery, workforce planning, and operational improvements Demonstrates effective conflict resolution and negotiation skills in managing workplace dynamics Coordinates multiple activities efficiently to meet service goals, while using resources responsibly and recognising financial and operational constraints

Key accountabilities	Deliverables / Outcomes
	<ul style="list-style-type: none"> ▪ Leads and promotes the development and implementation of evidence-based clinical practice ▪ Works collaboratively with the Team Leader and Head of Pre-Treatment to contribute strategic input into service planning and delivery ▪ Initiates and supports innovation and continuous improvement within the treatment service ▪ Participates in staff appraisals, development planning, rostering, and recruitment processes, as delegated ▪ Provides accurate reports and updates to the Team Leader/Professional Leader regarding treatment operations and performance
3. Teaching & Learning	<ul style="list-style-type: none"> ▪ Maintains professional competency through ongoing learning and development, aligned with regulatory and professional body requirements ▪ Fosters a positive learning environment by leading and participating in training relevant to the treatment areas ▪ Supports team development through training needs analysis and targeted educational initiatives ▪ Provides interdisciplinary education on treatment delivery and contributes to staff induction and ongoing training for new and existing team members ▪ Applies current research and evidence-based practice, integrating critical analysis and clinical literature to inform and advance practice ▪ Stays up to date with developments in all treatment areas, sharing knowledge to benefit the wider team ▪ Develops clinical capability in others by creating learning opportunities, providing mentoring, clinical support, and where appropriate, professional supervision ▪ Participates in annual performance reviews, core training, and clinical assurance activities ▪ Maintains clinical competence across all treatment areas, through continued education and practice
4. Continuous service improvement, innovation, quality and risk	<ul style="list-style-type: none"> ▪ Promotes a culture of continuous improvement, identifying opportunities to enhance treatment services through innovative, co-designed solutions that align with local and district-wide needs ▪ Leads and contributes to quality improvement initiatives, including the development of care pathways, treatment protocols, and clinical standards ▪ Participates in national, regional, and sub-regional clinical networks to support innovation, service development, and implementation of best practices ▪ Proactively questions and evaluates existing clinical approaches, encouraging innovation and evidence-based change ▪ Identifies and undertakes audit and service evaluation activities, using outcomes to inform and improve practice

Key accountabilities	Deliverables / Outcomes
	<ul style="list-style-type: none"> Ensures compliance with Reportable Events policies and contributes to risk management and mitigation efforts across the service Supports the delivery of safe, high quality care by overseeing preventative maintenance, quality assurance, and equipment and supply processes Builds collaborative relationships with external organisations to support integrated service delivery and improve patient outcomes Contributes to annual service planning by identifying service gaps, offering improvement ideas, and participating in relevant projects Practices sustainably, using resources – including staffing and equipment – in a cost-effective and responsible manner
5. Te Tiriti o Waitangi	<ul style="list-style-type: none"> Works in partnership with Māori and other stakeholders to uphold Te Tiriti o Waitangi obligations and actively support equity-focused outcomes Ensures equity for Māori is central to service planning, team goals, and performance monitoring Promotes and supports the growth of cultural competence across the team, fostering an inclusive and collaborative environment that values Tikanga Māori and partnership
6. Health & Safety	<ul style="list-style-type: none"> Ensures compliance with all Health & Safety legislation, policies, and procedures, fostering a strong culture of safe practice within the team Actively promotes and maintains a proactive Health & Safety culture, supported by robust systems and staff engagement Leads by example to ensure all staff understand and meet their Health & Safety responsibilities Ensures external providers and partners are aware of and operate in compliance with Health & Safety obligations

Key Relationships & Authorities



Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
Interpersonal Savvy	<ul style="list-style-type: none"> Builds strong, respectful relationships at all levels – across teams, services, and external partners Establishes rapport easily and communicates in a way that fosters collaboration and trust Demonstrates diplomacy, tact, and emotional intelligence in all interactions Listens actively and with intent to understand different perspectives Effectively manages and de-escalates challenging or high-pressure situations Creates a team culture built on trust, honest, empowerment, and share commitment to excellence and innovation

Competency	Behaviours
Organising	<ul style="list-style-type: none"> Effectively coordinates people, systems, and resources to achieve service goals Manages multiple tasks and priorities simultaneously with efficiency and focus Uses time, tools, and materials resourcefully to maximise impact and minimise waste Structures information and documentation clearly for easy access, understanding, and use
Planning	<ul style="list-style-type: none"> Sets clear goals and objectives, accurately assessing the scope and complexity of tasks and projects Breaks work into actionable steps and develops realistic schedules and resource plans Anticipates potential challenges and proactively adjusts plans to stay on track Assigns tasks effectively and monitors progress against defined goals Evaluates outcomes and uses results to inform future planning and improvements
Decision Quality	<ul style="list-style-type: none"> Focuses on achieving meaningful results and delivering positive impact Makes sound decisions using a balanced approach of analysis, experience, and professional judgment Consistently provides accurate, well-considered solutions that stand the test of time Recognised by peers as a trusted source of advice, insight, and decision-making support
Problem Solving	<ul style="list-style-type: none"> Applies structures thinking and sound methodology to solve complex problems effectively Investigates thoroughly, exploring all potential sources of insight Identifies underlying issues and anticipates hidden challenges Delivers honest, objective analysis and considers multiple perspectives Thinks creatively and critically, looking beyond the obvious to find lasting solutions
Priority Setting	<ul style="list-style-type: none"> Focuses time and energy – for self and others – on what matters most Quickly identifies key priorities and filters out distractions Anticipates what will support or hinder progress toward goals Proactively removes obstacles to maintain momentum Creates clarity and focus in fast-paced or complex environments
Action Oriented	<ul style="list-style-type: none"> Approaches challenges with energy, enthusiasm, and a strong work ethic Takes initiative and acts decisively, even when complete information isn't available Seizes opportunities quickly and embraces a bias for action
Team Work	<ul style="list-style-type: none"> Builds and maintains positive, constructive relationships with colleagues and key stakeholders Brings a friendly attitude and positive sense of humour to the workplace Collaborates openly, sharing knowledge and expertise generously Leverages team dynamics and individual strengths to enhance team performance Shows flexibility by adapting work arrangements and taking on extra tasks when needed to support team goals Supports team decisions through both words and actions Understands how their role contributes to the health and independence of the community

Competency	Behaviours
Quality & Innovation	<ul style="list-style-type: none"> ▪ Delivers high-quality service that meets the needs of those who depend on their work ▪ Actively seeks and suggests improvements to work processes and approaches ▪ Openly explores and test ideas for enhancement, including those proposed by others ▪ Uses creativity and lateral thinking to develop more effective systems and solutions ▪ Demonstrates a strong commitment to continuous learning and professional growth ▪ Embraces new challenges and opportunities with motivation and a proactive mindset

Experience and Capability

Essential qualifications, skills and experience

A. Knowledge, Skills & Experience:

- Minimum 5 years' clinical practice
- Proven leadership experience with successful team management
- Extensive experience across various treatment units
- Familiarity with CT and 3D treatment planning systems (preferred)
- Mould room techniques experience (preferred)
- Track record in clinical practice and service development projects
- Experience supervising qualified and new graduate therapists and teaching students
- Skilled in coordinating efficient service delivery
- Strong interpersonal and communication abilities
- Proven ability to build sustainable relationships in multidisciplinary teams
- Able to collaborate effectively with the Head of Planning Radiation Therapist in managing patients, staff, resources, and equipment
- Self-motivated, adaptable, and flexible

B. Essential Professional Qualifications / Accreditations / Registrations:

- Qualification recognised by and registered with the New Zealand Medical Radiation Technologists Board in radiation therapy scope of practice
- Holder of a current New Zealand annual practicing certificate for radiation therapy
- Post Graduate education/working towards (advantageous)

C. Someone well-suited to the role will place a high value on the following:

- Delivering high-quality, compassionate care for patients and their whānau
- Supporting and developing others through mentorship, collaboration, and shared learning
- Applying and sharing advanced clinical knowledge to enhance practice
- Leading meaningful change through teamwork, innovation, and continuous improvement
- Building strong, respectful relationships across all roles and disciplines
- Embracing new ideas, supporting implementation, and adapting positively to change
- Being a genuine team player – motivated by impact, not reward

D. Other:

- A commitment and understanding of the Te Tiriti o Waitangi (and application to health) and a willingness to work positively in improving health outcomes for Maori.
- Proficiency in using technology within the workplace.

Ma tini, ma mano, ka rapa te whai
By joining together we will succeed

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