

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	Occupational Therapist
Reports to	Team Leader
Location	Porirua
Department	Intellectual Disability Service
Date	15/07/2026
Salary band (indicative)ⁱ	\$72,074 - \$90,665
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:

An occupational therapist provides safe and clinically effective patient/client assessment and intervention, within a specific clinical area with a development of more in depth knowledge and skills.

Key Result Area	Expected Outcomes / Performance Indicators
Quality and Risk	- Contributes to the quality processes within the team/service - Identifies risks, potential solutions and notifies manager of these - Complies with guidelines, protocols and policies - Complies with legal/legislative requirements - Participates in team/service risk minimisation activities - Complies with MHAIDS reportable events policy
Occupational Health & Safety	- Has read and understood the Health & Safety policy and procedures - Actively supports and complies with Health & Safety policy and procedures; - Evidence of support and compliance with health and safety policy and procedures including use of protective clothing and equipment as required, active participation in hazard management and identification process, and proactive reporting and remedying of any unsafe work condition, accident or injury

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.
- [insert other matters which must be referred]

Relationships

External	Internal
• Family/Whanau • Occupational Therapy Tertiary education providers • Community agencies – • NGO's • Professional Registration board • Professional Association • Other National Mental Health and Intellectual Disability Teams both inpatient and community	• Group Manager • Clinical Director • Operations Manager • Clinical Leader • Professional Leader Occupational Health (professional accountability) • Multidisciplinary team • Patient, Whānau, & support people • RIDCAS • Consumer consultants and advisors

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|---|--|
| <ul style="list-style-type: none"> FCS | <ul style="list-style-type: none"> Cultural consultants and advisors Whanau Care Service Administrators |
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About you – to succeed in this role

You will have

Essential:

- [NZ Registered Occupational Therapist with current annual practicing certificate.
- Full drivers licence

Desired:

- Member of Occupational Therapy New Zealand - Professional Association

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.

Desired:

- [Risk management and formulation
- Strong Occupational Therapy practice –experience promoting the Occupational Therapy role whilst working as part of an MDT
- Sensory Modulation knowledge
- Ability to support a large MDT
- Evidence of experience working in an area for people with intellectual disability and mental health would be an advantage
- Demonstrates skills and knowledge in the application of functional, cognitive, recovery and rehabilitative approaches to Occupational Therapy based assessment and intervention.
- Demonstrates evidence of advanced clinical reasoning.
- Experience supervising OT colleagues would be an advantage

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.