

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	Clinical Coder
Reports to	Team Leader Clinical Coding
Location	Capital Coast and Hutt Valley
Department	Clinical Coding
Date	9 July 2026
Salary band (indicative)ⁱ	\$78,228 to \$91,281
Children's Worker roleⁱⁱ	No

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:

Ensure the accurate abstraction, translation and assignment of diseases and procedures into alphanumeric codes according to a prescribed clinical classification system and coding standards in accordance with the requirements of Health New Zealand.

At all levels Clinical Coders are expected to meet and maintain the competencies as outlined in the position description and Clinical Coders National Framework. It is the responsibility of the Clinical Coder to ensure all assigned tasks are completed within the expected timeframes and to the quality levels expected for their level.

Key Result Area	Expected Outcomes / Performance Indicators
Clinical Coding	- Meet all requirements for level as per the Clinical Coder National Framework. - Provide accurate data to national collections systems - Support team goal to meet internal and external reporting requirements - 95% coded by 6th working day, 100% by 20th of the month, quarterly and end of year. - Coding rules and conventions are applied at all times.

	• Daily review of reports i.e. PICQ & Coding Event Review and action of issues identified. • Embraces audit as a positive learning opportunity. Accepts feedback willingly and does not personalise when errors are identified. • Works collaboratively with audit and education program to achieve and maintain accuracy and output targets as specified in the Clinical Coder National Framework. • Apply audit findings to correct errors and improve coding practice. • Actively participate in educational activities. • Demonstrates a commitment to continuous learning through personal and professional development plan and action. • Understands and promotes the importance of self-learning. • Keep informed, and act upon, all relevant departmental and organisational communications.
Equity	• Commits to helping all people achieve equitable health outcomes. • Shows a willingness to personally take a stand for equity. • Supports Māori-led and Pacific-led responses.
Innovation & Improvement	• Is open to new ideas and create a culture where individuals at all levels bring their ideas on how to 'do it better' to the table. • Models an agile approach – tries new approaches, learns quickly, adapts fast. • Develops and maintains appropriate external networks to support current knowledge of leading practices.
Collaboration and Relationship Management	• Models good team player behaviour, working with colleagues to not allow silo thinking and behaviour at decision making level to get in the way of doing our best and collegially supports others to do the same. • Works with peers in Hauora Māori Service and Pacific Health Business Unit to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of 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.

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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.
- Any concerns or issues relating to productivity, performance, quality, communication, attendance, workplace relationships, or achievement of agreed targets, along with any situations that may impact service delivery or team effectiveness.

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Relationships

External	Internal
- National Collections - Group Manager Clinical Coding - Senior Classification Analyst	- General Managers - Business Intelligence and Analytics - Ward Administration - Clinicians - Clinical Records

About you – to succeed in this role

You will have

Essential:

- HIMAA or equivalent qualification in anatomy, physiology and medical terminology
- Excellent English skills (written and verbal)
- A team player who is proactive and uses their initiative

Desired:

- HIMAA or equivalent qualification in clinical coding, preferably Intermediate level or above
- Minimum 3 years of practical coding experience in ICD10-AM ideally in 12th Edition
- Experience in implementing Te Tiriti o Waitangi in action.

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:

- Accuracy, adaptability and reliability
- Attention to detail, confidentiality and integrity
- Consistency and quality
- Problem solving
- Collaboration and communication
- Understands the requirements of being a clinical coder and is committed to a program of continuous learning.
- Understands their own limitations but is willing to learn and adapt. Has the maturity to accept constructive feedback as a learning tool.
- Demonstrates a commitment to meeting and maintaining productivity and quality requirements

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.