

## Position Description | Te whakaturanga ō mahi Health New Zealand | Te Whatu Ora

<b>Title</b>	Midwife Specialist - MCIS		
<b>Reports to</b>	Operations Manager Women's Health   Capital, Coast		
<b>Location</b>	This position is expected to work from multiple locations across Capital, Coast, Hutt Valley & Wairarapa.		
<b>Department</b>	Womens Health Service		
<b>Direct Reports</b>	Nil	<b>Total FTE</b>	0.45
<b>Budget Size</b>	<b>Opex</b>	Nil	<b>Capex</b>
<b>Delegated Authority</b>	<b>HR</b>	Capital, Coast	<b>Finance</b>
<b>Date</b>	June 2026		
<b>Job band (indicative)</b>	Senior Midwife – Grade 4		

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.

### Te Mauri o Rongo – The New Zealand Health Charter

The foundation for how we ensure our people are empowered, safe and supported while working to deliver a successful healthcare system, is Te Mauri o Rongo – the New Zealand Health Charter. It guides all of us as we work towards a healthcare system that is more responsive to the needs of, and accessible to all people in Aotearoa New Zealand.

It applies to everyone in our organisation and sits alongside our code of conduct as our guiding document.

Te Mauri o Rongo consists of four pou (pillars) within it, including:

**Wairuatanga** – working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

**Rangatiratanga** – as organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

**Whanaungatanga** – we are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe.

**Te Korowai Āhuru** – a cloak which seeks to provide safety and comfort to the workforce.

These values underpin how we relate to each other as we serve our whānau and communities.

Together we will do this by:

- caring for the people
- recognising, supporting and valuing our people and the work we all do
- working together to design and deliver services, and
- defining the competencies and behaviours we expect from everyone.

## 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.

Wairarapa district meets the needs of around 45,000 citizens of Martinborough, Featherston, Greytown, Carterton, Masterton and outlying rural districts, and has a proven track record of developing innovative models of care through collaboration of primary and secondary health providers.

We are jointly accountable for meeting the needs of and improving health outcomes for all the constituent populations of our districts, 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.

- In the Wairarapa, we challenge ourselves to be innovative and bold, while always prioritising quality, safe and improved care to support the Wairarapa to be well. We are passionate about improving the health and wellbeing of everyone in our region so people and communities can thrive. Our mission is to improve, promote and protect the health status of the people of the Wairarapa, and the independent living of this with disabilities, by support and encouraging healthy choices.
- 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 secondary and tertiary level maternity care in Wellington Hospital and secondary level care at Hutt Regional Hospital. There are also primary Birthing Units available for well women to use at Kenepuru Community Hospital in Porirua and the Kāpiti Health Centre.
  - The provision of maternity services encompasses community-based midwifery Lead Maternity Carers (who are not hospital employees), Community Midwifery Team midwives, breastfeeding support and specialist level obstetric and gynaecology services.
  - Kenepuru Community Hospital and Kāpiti Health Centre provide secondary and community services based in Porirua and the Kāpiti 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.

## About the role

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This role is expected to work with the Maternity Clinical Information System (MCIS), which is currently BadgerNet Maternity, and shall be referred to as such within this document from this point. Should there be a change of MCIS in the future, this role would be expected to transfer to the new system.

The Midwife Specialist – MCIS is a senior midwifery role working as part of a team, which is responsible for providing comprehensive specialist expertise and clinical leadership to the health professionals using the BadgerNet Maternity platform within Capital, Coast, Hutt Valley and Wairarapa Maternity Services. There is scope to widen this area of responsibility across the motu with the regional and national approach, yet to be finalised.

BadgerNet is a comprehensive clinical workflow system, which requires expert clinical support and awareness to ensure clinical safety is adhered to and considered as top priority. There is a particular focus on maintaining data quality, user acceptance and ongoing training.

This role will facilitate a close working relationship between clinical, operational and technical staff and maintain engagement with all stakeholders. The role will use a positive, supportive and collegial approach to enable staff and Lead Maternity Carers (LMC) to use the electronic clinical records.

There will be several future integrations, and a flexible approach will be required as priorities change. It is expected that this role will encompass a variety of tasks.

The usual hours of work in this role are Monday, Wednesday and Friday 6 hours, with some working from home arrangements and flex to cover annual leave. The post holder may be asked to participate in an on-call roster and will be remunerated as per SECA terms and conditions. Participation in an on-call roster is likely to occur in response to peaks in activity (workload) and covering annual leave of team members.

All required training will be provided whilst working in the role.

The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to the position that will be required to be performed from time to time. There is currently a review underway for these roles to perform tasks in a local, regional and national capacity. In the future, there is an expectation that some of these tasks will be required to be carried out at a regional and national level.

Key Result Area	Expected Outcomes / Performance Indicators
<b>User access</b>	<ul style="list-style-type: none"> <li>• Support local use and operations</li> <li>• Set-up new users</li> <li>• Provide education and/or face to face user support where necessary</li> <li>• Complete user manuals and business processes</li> <li>• Champion accurate and proper use of the system and key forms</li> <li>• Distribute communications to users</li> </ul>

<p><b>System Support</b></p>	<ul style="list-style-type: none"> <li>• Work with local leads to ensure clinical data loops are closed, and that clinical processes and guidelines align with BadgerNet workflows</li> <li>• Co-ordinate business activities, including testing for quarterly release cycles and other project work</li> <li>• Work with Digital and Data Services to identify risk, mitigate and find resolution to risks identified</li> <li>• Support upgrades and future enhancements</li> <li>• Trouble shoot and resolve user errors</li> <li>• Support the integration of BadgerNet to Aotearoa Immunisation Register (AIR) and BadgerNet to Births Deaths and Marriages (BDM) interfaces</li> <li>• Drive change management in relation to requirements for clinical information flow across the service</li> <li>• Merge and close clinical patient episodes</li> <li>• Will be a member of the Clinical Reference Group and SUNOG (Super User National Operational Group)</li> <li>• Trouble shoot and support any system integration issues</li> </ul>
<p><b>Training and Development</b></p>	<ul style="list-style-type: none"> <li>• Maintain a proactive culture of Health &amp; Safety supported by systems</li> <li>• Ensures BadgerNet functionality adheres to and supports practitioners and their professional standards</li> <li>• Monitor the quality of information entered and reported</li> <li>• Lead for BadgerNet Change Request process</li> </ul>
<p><b>Data Quality and Analysis</b></p>	<ul style="list-style-type: none"> <li>• Review daily birth lists and update if missing or incorrect data</li> <li>• Ensures all key data has been captured and update if missing</li> <li>• Ensures discharges are completed</li> <li>• Posts to Clinical Portal any reports that have not previously been sent</li> <li>• Produce reports, analyse data and monitor the quality of clinical records – to ensure all the key data is there</li> <li>• Works with clinical coders and BadgerNet points of contact</li> <li>• Quality Improvement for use of BadgerNet to improve accessibility of clinical notes and data at a local level</li> <li>• Work closely with national quality and support teams to address data queries and site quality issues</li> </ul>
<p><b>Te Tiriti o Waitangi</b></p>	<ul style="list-style-type: none"> <li>• Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori.</li> <li>• Supports tangata whenua- and mana whenua-led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care.</li> <li>• Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership.</li> </ul>
<p><b>Equity</b></p>	<ul style="list-style-type: none"> <li>• Commits to helping all people achieve equitable health outcomes.</li> <li>• Demonstrates awareness of colonisation and power relationships.</li> <li>• Demonstrates critical consciousness and on-going self-reflection and self-awareness in terms of the impact of their own culture on interactions and service delivery.</li> </ul>

	<ul style="list-style-type: none"> <li>• Shows a willingness to personally take a stand for equity.</li> <li>• Supports Māori-led and Pacific-led responses.</li> </ul>
<b>Culture and People Leadership</b>	<ul style="list-style-type: none"> <li>• Leads, nurtures and develops our team to make them feel valued.</li> <li>• Prioritises developing individuals and the team so Health New Zealand has enough of the right skills for the future, supporting diversity of leadership to develop – Māori, Pacific, people with disabilities and others.</li> <li>• Provides leadership that shows commitment, urgency and is visibly open, clear, and innovative whilst building mutually beneficial partnerships with various stakeholders both internally and externally.</li> <li>• Implements and maintains People &amp; Communications strategies and processes that support and provide an environment where employee experience, development, and performance management drive achievement of the organisation’s strategic and business goals.</li> <li>• Ensures Business Unit culture develops in line with expectations outlined in Te Mauri o Rongo, ensuring unification of diverse teams whilst simultaneously supporting local cultures to be retained &amp; strengthened.</li> </ul>
<b>Innovation &amp; Improvement</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Models an agile approach –tries new approaches, learns quickly, adapts fast.</li> <li>• Develops and maintains appropriate external networks to support current knowledge of leading practices.</li> </ul>
<b>Collaboration and Relationship Management</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
<b>Health &amp; safety</b>	<ul style="list-style-type: none"> <li>• Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives.</li> <li>• 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.</li> <li>• Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.</li> </ul>

<b>Compliance and Risk</b>	<ul style="list-style-type: none"> <li>• Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place.</li> <li>• Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit.</li> <li>• Understands, and operates within, the financial &amp; operational delegations of their role, ensuring peers and team members are also similarly aware.</li> </ul>
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**Matters which must be referred to the Operations Manager Women’s Health | Capital, Coast**

- Critical incidents
- Complaints
- Budget spend requirements

**Relationships**

<b>External</b>	<b>Internal</b>
<ul style="list-style-type: none"> <li>• System C (formerly Clevermed)</li> <li>• Health NZ Data and Digital Team Head office staff</li> <li>• LMCs</li> <li>• Other BadgerNet Districts</li> <li>• Community Radiology service providers</li> <li>• Equipment vendors</li> <li>• Perinatal Institute</li> <li>• Super User National Operational Group (SUNOG)</li> <li>• Maternity &amp; Neonatal Data &amp; Digital Steering Group (MNDDSG)</li> <li>• Midwifery &amp; Obstetric, Anaesthetic &amp; Neonatal Expert Clinical Advisory (ECA) Groups</li> </ul>	<ul style="list-style-type: none"> <li>• Directors of Midwifery, CCHV, and Wr</li> <li>• Associate Directors of Midwifery, CCHV</li> <li>• Service Manager Women’s &amp; Children’s HV</li> <li>• Group Manager Planned &amp; Support Services, Wr</li> <li>• Midwife Managers</li> <li>• Midwife Educators</li> <li>• Core Midwifery and Nursing Staff</li> <li>• WHS Data Manager</li> <li>• BadgerNet Neonatal EPR team CC</li> <li>• Women’s Health Service Administration Staff</li> <li>• Clinical Coders</li> <li>• Obstetric and Paediatric SMOs, RMOs, SHOs &amp; HOs</li> <li>• Obstetric Anaesthetic staff</li> <li>• Information Management Team/ICT</li> <li>• Clinical Engineering staff</li> <li>• Allied staff: Newborn Hearing Screeners, Social Workers, Physiotherapists, Dietetics etc.</li> </ul>

**About you – to succeed in this role**

**You will have**

**Essential:**

- A relevant graduate and post-graduate qualification (or working towards this).
- Experience in implementing Te Tiriti o Waitangi in action.
- Registration with the Midwifery Council of New Zealand

- A current New Zealand Midwifery Annual Practice Certificate with no conditions
- Full engagement in the Midwifery Council Recertification Programme
- Minimum 3 years' clinical experience within the New Zealand Midwifery System

**Desired:**

- At least one years' experience working within Health NZ, Capital, Coast, Hutt Valley & Wairarapa Districts
- Knowledge of key business processes within Health NZ, Capital, Coast, Hutt Valley & Wairarapa Districts following the woman's maternity journey
- Proven reliability to effectively manage confidential information
- Confidence and experience of teaching in the clinical environment
- Confidence with software applications Microsoft Office Word, MS Excel MS Outlook
- Excellent interpersonal skills

*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.*