

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

Title	Project Manager - Women's Health Services			
Reports to	Group Manager - Women's and Children's			
Location	The primary base will be Wellington Regional Hospital. As this role supports the Capital, Coast and Hutt Valley (CCHV) district, travel to and development of a presence on each site within the sub-region will be required.			
Department	Women's Health Services CCHV			
Direct Reports	Nil		Total FTE	1.0
Budget Size	Opex	Nil	Capex	Nil
Delegated Authority	HR	Nil	Finance	Budget delegation Nil
Date	12 June 2026			
Salary band (indicative)*	\$104,179 to \$130,223			

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.

About the role

The Project Manager works in partnership with the Women's Health Service Leadership Group to deliver key workstreams and service development initiatives, with a primary focus on the Women's Health Service Flow Programme.

Key Responsibilities

- Lead the implementation of programme recommendations aligned with the Women's Health Service Flow Programme.
- Drive improvements in service flow, performance, and patient experience across the service.
- Contribute to the achievement of health targets and delivery of identified organisational improvement priorities.
- Support the planning, coordination, and execution of service development initiatives.
- Monitor progress, track outcomes, and report on programme performance and impact.

Working Relationships

This is a highly collaborative role requiring strong stakeholder engagement across clinical, operational, and corporate teams. The Project Manager will work effectively across disciplines, building relationships, influencing outcomes, and supporting a coordinated approach to service improvement.

Key Result Area	Expected Outcomes / Performance Indicators
Project Planning & Delivery	<ul style="list-style-type: none"> • Lead planning and implementation of assigned initiatives and recommendations • Ensure projects are delivered in accordance with agreed methodologies and standards • Monitor and report on progress, risks and variances against project plans
Stakeholder & Relationship Management	<ul style="list-style-type: none"> • Build and maintain effective relationships across clinical, operational and support services • Coordinate clinical working groups and stakeholder engagement processes • Facilitate collaboration across internal and external stakeholders
Change & Improvement	<ul style="list-style-type: none"> • Support service improvement and change management processes • Lead problem-solving and ensure customer/service requirements are met • Contribute to implementation of initiatives improving patient flow and service delivery
Planning & Resource Management	<ul style="list-style-type: none"> • Manage workstreams within allocated budget and resources • Contribute to scheduling, planning and resource coordination • Ensure effective utilisation of project resources
Risk, Quality & Reporting	<ul style="list-style-type: none"> • Identify, monitor and mitigate risks across workstreams • Maintain effective reporting and documentation • Ensure quality outcomes and stakeholder satisfaction
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori. • 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. • Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership.
Equity	<ul style="list-style-type: none"> • Promote equitable access and outcomes across all service areas • Support initiatives that reduce health inequities

<p>LEADERSHIP ROLES ONLY - Culture and People Leadership</p>	<ul style="list-style-type: none"> • Leads, nurtures and develops our team to make them feel valued. • 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. • 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. • Implements and maintains People & Culture strategies and processes that support provide an environment where employee experience, development, and performance management drive achievement of the organisation’s strategic and business goals. • 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 & strengthened.
<p>Innovation & Improvement</p>	<ul style="list-style-type: none"> • Contribute to continuous improvement and innovation in service delivery • Apply best practice project and change methodologies
<p>Collaboration and Relationship Management</p>	<ul style="list-style-type: none"> • Work collaboratively across multidisciplinary teams • Support a “one team” approach to service delivery
<p>Health & safety</p>	<ul style="list-style-type: none"> • 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.
<p>Compliance and Risk</p>	<ul style="list-style-type: none"> • 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 the

- Financial issues or risks
- Health target performance concerns
- Significant HR issues
- Major quality, risk or safety issues
- Matters impacting organisational reputation

Relationships

External	Internal
<ul style="list-style-type: none"> • Project sponsors and stakeholders • Data & Digital teams • Communications • Planning, Funding & Outcomes • Vendors 	<ul style="list-style-type: none"> • Group Manager Women's and Children's • Operations Managers • Midwife and Nurse Managers • Professional Leads • Hospital service teams • People & Capability • Quality & Patient Safety

About you – to succeed in this role

You will have

Essential:

- A relevant tertiary qualification and/or significant work experience in a related field
- Familiarity with change management tools, methodologies, and best practices
- Excellent written and verbal communication skills, with the ability to present to and facilitate small and large groups effectively
- Strong negotiation skills, with the ability to navigate complex situations with internal and external stakeholders
- Knowledge of Te Tiriti o Waitangi principles

Desired:

- Project management experience and/or experience applying project methodologies and tools
- Experience working in a hospital environment
- A project management qualification such as PRINCE2 or PMP

You will be able to

Essential:

- Achieve ambitious goals and deliver outcomes in a complex environment
- Effectively manage competing priorities to ensure successful project delivery

- Take a delivery and results-focused approach, with a strong commitment to making a difference
- Develop and maintain collaborative and productive relationships across a range of stakeholders

Desired:

- Demonstrate a strong commitment to achieving equity amongst our populations and within our communities

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.

**The reference to salary band in this position description is for internal benchmarking and role sizing purposes only. The salary band designation does not form a term or condition of employment and may be changed by the employer at any time. In accepting a Health NZ employment agreement you acknowledge and accept this. Changes to the salary band will not affect an employee's current salary or remuneration.*