

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	Prevocational Educational Supervisor (Senior Medical Officer)- Recruitment and Allocations
Reports to	Chief Medical Officer and Director of Training
Location	This position is expected to work at multiple locations across the district.
Department	Resident Medical Officer Support Services (RMOSS)
Date	14 July 2026
Salary band (indicative)ⁱ	ASMS
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:

The Prevocational Educational Supervisor (PES) Recruitment and Allocation role works across the organisation supported by the RMO Unit, the Chief Medical Officer (CMO), and the Director of Training.

The priority of this role is to provide clinical leadership and oversight of recruitment, allocation and workforce planning for House Surgeons. At any given time there are between 50-60 PGY1 and PGY2 interns employed by CCHV.

The role ensures House Officer allocations meet service delivery needs, training requirements, and compliance obligations while promoting intern wellbeing. This role is suited to a SMO with an interest in workforce planning, recruitment and system improvement. You will work closely with the RMO Unit Recruitment Advisors to align recruitment and allocation processes.

To oversee, develop and ensure the provision of excellent education, training and supervision of prevocational interns. This position description should be read in conjunction with 'Guide for Prevocational Educational Supervisors' MCNZ document.

Prevocational Educational Supervisors are nominated by the Chief Medical Officer (CMO) and appointed as agent of the Medical Council

Once appointed you will:

- Complete an online claim form for your interns each quarter
- Attend an annual meeting of prevocational supervisors
- Notify Council when one of your interns receives an unsatisfactory clinical attachment assessment.

Further information can be found in the Medical Council of New Zealand Prevocational Medical training Prevocational Educational Supervisors Guide

<https://www.mcnz.org.nz/assets/Publications/Booklets/Prevocational-Educational-Supervisors-Guide.pdf>

Key Result Area	Expected Outcomes / Performance Indicators
Role Specific	• Doctor registered within a vocational scope of practice; in good standing with the Medical Council (i.e. eligible for Certificate of Good Standing); good collegial relations with CCHV • Comply with the MCNZ Prevocational Educational Supervisor key responsibilities (Schedule 1) • Participate in ACE Matching including conducting of phone interviews of all applicants. • Run allocations for 1st and 2nd year house officers • Attend and participate in run allocation meetings • Attend quarterly regional RMO Unit meetings
Communication	• Liaise closely with the Director of Training, CMO and CEO of recruitment and allocation Challenges • Be available, approachable and supportive • Consultants are aware of MCNZ obligations for attachment documentation within the e-port system which ensure the interns' clinical experience meets registration requirements • Assess and understand any difficulties the intern may be having; give advice as required; refer on to appropriate bodies for counselling or guidance as required.
Recruitment Support	• Liaise with the RMO and HR recruitment officers • Weekly meeting with RMO Unit to assess House Officer staffing including appointments, allocations and specific intern requirements. • Support of ACE matching interviews/screening of potential PGY1's • Maintain regular oversight of House Officer recruitment progress. • Liaise with and advise relevant stakeholders to advise and support House Officer allocation decisions. • Include and support House Officers throughout the allocation decision process • Liaise with the service to support allocation decisions • Attend quarterly Regional Intern Meeting

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.

Relationships

External	Internal
• [Medical Council of New Zealand (MCNZ) • Health Workforce NZ • Trainee Intern Supervisor Wellington School of Medicine and Health Sciences]	• Chief Operating Officer • Clinical Directors – All services • Clinical supervisors • RMO Unit • RMO Unit Recruitment Advisors • Director of Training • Other Intern Supervisors • Human Resources

About you – to succeed in this role

You will have

Essential:

- Vocationally registered as a specialist medical officer with a current practising certificate
- Eligible to hold, and maintain, a current Certificate of Good Standing with MCNZ
- The PES should be an SMO who is familiar with the day-to-day work of Interns who are deployed in wards and services throughout CCHV
- Have knowledge of the basic skills expected of Interns, and an understanding of the MCNZ Prevocational Curriculum and training expectations
- Must be approachable and interested in recruitment, allocation and workforce planning, having an ability to work with supervising specialists
- A good role model with credibility within the profession
- Perceived by peers to be clinically competent
- Good interpersonal skills
- Capacity and willingness to work with others

Desired:

- Experience in implementing Te Tiriti o Waitangi in action.
- Experience in recruitment and allocation of RMO's

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.

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.