

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 Psychology Intern Coordinator
Reports to	Manager, Learning and Development
Location	Porirua, Wellington
Department	MHAIDS
Date	17-07-2026
Salary band (indicative)ⁱ	Apex step 6-10
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:

To ensure effective delivery of the clinical psychology intern programme across the MHAIDS. The coordinator will work to support interns to successfully complete their training. This includes establishing and maintaining strong collegial relationships across the service to facilitate programme delivery, as well as fostering close collaboration with partner universities. The coordinator role acts as the central liaison point for the programme, providing group supervision to the interns, coordinating clinical workstreams across a range of teams within MHAIDS, and overseeing management of the intern's workload.

Key Result Area	Expected Outcomes / Performance Indicators
Coordination & planning	- Works with the Manager Learning and Development, Director Allied Health, Psychology Professional Lead, team leaders and psychology professionals to deliver the Clinical Psychology Intern programme. - Plan and coordinate successful annual roll out of the Clinical Psychology Intern programme. - Support interns and services to meet the programme requirements to ensure successful completion. - Alongside professional leaders and other experts, recruit, train and support suitable professional (clinical) supervisors and preceptors from MHAIDS.

	• Maintain relevant documentation and records required by the organisation, programme and stakeholders. • Facilitate pro-active career planning for interns.
Supervision and Professional Development	• Provide group supervision to all interns and advice concerning professional practice issues. • Ensure all client related documentation is developed and maintained. • Ensure all intern documentation is complete and accurate. • Increase the peer support of interns and reduce isolation in services that may have few psychologists. • Maintain own professional portfolio and professional development in relation to the role. • Actively participates in professional supervision in relation to own role. • Uses evidence-based practice, research, networks and high-quality literature to inform practice.
Evaluation & Reporting	• Together with the Manager L&D, Director Allied Health and Professional lead Psychology establish a monitoring and evaluation plan which meets internal and external stakeholders needs. • Data is collected which enables the evaluation of programme outcomes and impacts. • Provides agreed reports to relevant stakeholders.
Relationship Management	• Network of relationships supports and enables successful and proactive delivery of the Clinical Psychology Intern programme. • Be the liaison point between university program directors and supervisors. • Establishment of effective working relationships and credibility across the organisation.
Team Work	• Quickly and effectively develops and maintains good working relationships across the organisation. • Leads and works effectively in and across teams and with various professional groups.
Leadership	• Advocates, articulates and guides the direction of the Clinical Psychology Intern programme. • Ensures the programme is aligned to MHAIDS vision, values and strategic goals and is managed within allocated resources. • Drives and supports continuous improvement activities and initiatives. • Appropriately challenges clinical issues and risks. • Provides leadership and visibility of the programme across multiple stakeholders. • Provides leadership for preceptors, and interns within the programme. • Demonstrates negotiation and management of conflict skills within the workplace.

	Facilitation of guided reflection/support groups/debriefing following critical incidents or as required.
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.

Relationships

External	Internal
- Tertiary institutions - Professional bodies - Primary care and NGO MHS - Wider HNZ staff . .	- Learning & Development team - Director of Allied Health - Professional lead/s - Operation Managers & Clinical Leads - MHAIDS Quality team - MHAIDS staff

About you – to succeed in this role

You will have

Essential:

- New Zealand Registered Clinical Psychologist with current APC
- Experience working in the mental health sector in Aotearoa
- Experience of clinical teaching / training and the development of others
- Ability to engage and build professional relationships across sectors, professions and groups
- Ability to work autonomously and within a team
- Clean full NZ drivers licence – as travel between sites is required

Desired:

- [Knowledge and understanding of hospital environments and the health environment
- Knowledge of quality improvement processes and experience implementing them
- Current supervision experience and a desire to support others through coaching and mentoring

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.
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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.