

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	Radiographic Assistant
Reports to	Radiology Operations Manager
Location	Wellington and Porirua
Department	Radiology (Wellington and Kenepuru hospitals)
Date	25/07/2026
Salary band (indicative)ⁱ	\$72,074 - \$82,785 Clinical Assistants Apex HNZ MIT MECA
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 provide efficient and high quality patient focussed imaging for Capital Coast Radiology Services.

The Radiographic Assistant is an integral member of the Radiology team. The team is dedicated to the provision of an efficient and high quality patient focused imaging service at Capital and Coast. Radiology services are provided twenty four hours a day seven days a week.

Key Result Area	Expected Outcomes / Performance Indicators
Patient Care	- Delivers patient-focussed care so that patients remain as comfortable, safe and informed as possible at all times. - Provides practical assistance to patients before, during and after imaging procedures, including positioning, transfers and personal support. - Supports patient care in accordance with the HDC Code of Health and Disability Services Consumers' Rights. - Records required procedural information accurately in the Radiology Information System.

Imaging and Procedural Support	• Assists the Radiologist team with biopsy and other interventional procedures, including preparation, set up and aftercare. • Provides assistance in CT, Ultrasound, Breast Imaging and any other modality as requested, across both Wellington Regional Hospital and Kenepuru Hospital. • Works to agreed protocols and escalates promptly where a task falls outside the scope of the role or their own competence. • Assists with protocol development and documentation required for ancillary services.
Workflow, Bookings and Administrative Support	• Helps manage workflow and bookings across the day and week in various imaging areas, supporting efficient use of available capacity. • Assists with administrative duties as required by the service. • Supports the Unit Charge MIT and the wider team to meet daily service demand. • Maintains effective communication links between Radiology teams and wards.
Equipment, Supplies and Clinical Environment	• Ensures necessary supplies are appropriately ordered, stocked and rotated. • Ensures procedure rooms are cleaned and tidied, and that any spills or waste are dealt with appropriately and in line with infection prevention and control requirements. • Assists with maintaining equipment required within the service and follows the radiology equipment fault reporting process. • Participates in equipment quality assurance activities and identifies areas of knowledge gap regarding equipment functionality.
Communication, Professionalism and Development	• Communicates with colleagues in accordance with the Code of Conduct, and with patients in accordance with the HDC Code of Rights. • Ensures all written and verbal communication is correct, timely and appropriate. • Demonstrates initiative and teamwork during all duties, and works within the limits of their own knowledge and competence. • Participates in the reportable event process and in service quality improvement initiatives. • Attends required training, including radiation safety, infection prevention and control, CPR, fire and manual handling.

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
• [Patients • Medical Staff • Nursing Staff • Equipment service contractors • Orderlies	• Unit Charge MIT in rostered work area • Radiology Service/Team/Clinical Leaders • Medical staff • Technical Staff • Interventional Radiology Ward Nursing Staff • Student MITs • Administration Staff

About you – to succeed in this role

You will have

Essential:

- NCEA Level 2 or equivalent, with a good standard of written and spoken English.
- A relevant health qualification, such as the New Zealand Certificate in Health and Wellbeing (Level 3 or 4), or equivalent knowledge gained through experience in a patient-facing healthcare role.
- No professional registration is required for this role. Where the appointee holds a health practitioner registration (for example, Enrolled Nurse), a current Annual Practising Certificate must be held and maintained.
- Satisfactory Children's Act 2014 safety check, including Police vetting, prior to commencing and every three years thereafter.
- Experience in a patient-facing healthcare role. A nursing or Health Care Assistant (HCA) background would suit this position well.
- Sound basic patient care skills, including assisting with patient comfort, positioning and transfers.
- Experience working effectively as part of a busy multidisciplinary clinical team.
- A genuine interest in patient care and a passion for imaging.
- Strong interpersonal and communication skills, and a common sense approach to problem solving.
- Ability to work independently and within a small team.
- Physical capability to reach, push, pull, lift and carry loads of varying weights (<5kg to 25kg+) on an intermittent basis, with or without mechanical assistance, and to work standing or walking for approximately 80% of the working day.
- Personal resilience to work alongside vulnerable patients and to maintain professional boundaries in a demanding clinical environment.

Desired:

- [Previous experience in a radiology or diagnostic imaging environment.
- Familiarity with a Radiology Information System (RIS) and PACS.
- Experience assisting with interventional or biopsy procedures.
- Working knowledge of te reo Māori me ngā tikanga, and confidence engaging with patients and whānau in a culturally responsive way.
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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.
- Provide compassionate, hands-on patient care that maintains dignity, comfort and privacy at every stage of the imaging pathway.
- Work flexibly across Wellington Regional Hospital and Kenepuru Hospital, and across multiple imaging modalities, as service demand requires.

Desired:

- [Demonstrate an understanding of te ao Māori and apply tikanga in a way that supports whānau-centred care.
- Demonstrate initiative in identifying and contributing to service improvement opportunities.

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.