Health New Zealand
Te Whatu Ora

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	Research Nurse
Reports to	Research Manager CCHV
Location	This position is expected to work across the Capital, Coast and Hutt Valley District
Department	Clinical Trials Unit

Date	August 2026
Salary band (indicative)[i]	NZNO Step 7
Children's Worker role[ii]	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:

Conduct high-quality clinical research and clinical trials, providing safe, clinically appropriate and participant-centred care while ensuring study activities are under+taken in accordance with approved protocols, Good Clinical Practice (GCP), ethical, regulatory and contractual requirements.

Key Result Area	Expected Outcomes / Performance Indicators
Clinical Trials Delivery	• Participant recruitment, informed consent, study visits, data collection and follow-up are completed accurately and within study timelines. • Clinical trials are delivered in accordance with approved protocols, Good Clinical Practice (GCP), ethical and regulatory requirements. • Study documentation, source data and trial records are maintained to a high standard and are audit-ready with trial milestones and sponsor deliverables achieved within agreed timelines from feasibility to close-out.

Innovation & Improvement	• 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. • Models an agile approach – tries new approaches, learns quickly, adapts fast. • Contributes to continuous improvement in clinical trial delivery, participant experience, quality and efficiency.
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

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.
- [insert other matters which must be referred, and who they should be referred to]

Relationships

External	Internal
Research participants and whānau • Health and Disability Ethics Committee • Health Research Council • Māori research advisory group	• Research Manager • Medical Lead – Research • Principal Investigators and SMOs • Clinical Trials Unit Team • Research Nurses

• Sponsors and pharmaceutical company representatives • Contract Research Organisations • Universities and research institutes • Clinical research team at other sites	• Research Coordinators and Research Assistants • Regulatory/Research Advisors • Data Managers • Research Administrators and administrative support • Pharmacy, laboratory and other clinical support services • Nursing, medical and allied health teams across participating services [insert internal relationships] • Finance and other support teams

About you – to succeed in this role

You will have

Essential:

- Registration as a Registered Nurse with the Nursing Council of New Zealand and a current Annual Practising Certificate.
- Relevant clinical nursing experience, with research and/or clinical trial experience.
- Knowledge and understanding of ICH-Good Clinical Practice (GCP) guidelines.
- Competence in venepuncture/phlebotomy and relevant clinical procedures.
- Strong communication, interpersonal, organisational and time-management skills.
- Strong computer literacy, including proficiency in databases and electronic data management systems.

Desired:

- [Experience coordinating or delivering commercial and/or investigator-initiated clinical trials. …]

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.

Desired:

- [Demonstrate the ability to coordinate multiple clinical trials and work effectively with participants, investigators, sponsors and multidisciplinary teams. …]

[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.