

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 and Training Professional
Reports to	Team Leader EIS
Location	Wellington
Department	Early Intervention Service
Date	02-10-2026
Salary band (indicative)ⁱ	
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:

provide dedicated research and evaluation capacity to the Wellington Early Intervention Service and to manage, co-ordinate and contribute to local and regional training in First Episode Psychosis best practice.

Key Result Area	Expected Outcomes / Performance Indicators
Research support	• Provide support to team members that will encourage research initiatives from within the team • Recruit and act as a resource and team liaison to external researchers • Investigate funding options for research grants and progress these where appropriate under guidance of senior staff • To assist in ensuring that any research conducted is • consistent with team activities and goals • Other activities supporting research of senior staff, from time to time • Investigate funding options for activity grants which promote client recovery and progress these where appropriate

Information provision	• Ongoing provision of up to date national and international research to the team and region • Searches of literature are conducted regularly on Early Intervention subjects and as requested on more specific topics of professional interest • Search results are sorted for relevance and academic rigor. Results are then summarised before presentation to the team
Regional and local training coordination	• Maintenance and further development of relationships and networks with key people and organisations that will assist the team in its regional training and education goals • To work with the team and regional team contacts in the development of training programmes and presentations designed to meet the training goals of the service • To co-ordinate site visits in keeping with regional training goals • To investigate new technology options that could improve the efficiency of the training goals of the team • Coordinate relevant training for the team to support clinical practice
Information development and promotion	• . To assist in the preparation and production of publicity material for the work of the service
Quality improvement	• Support the team to develop systems and resources to continuously improve service outcomes • Draw on the full range of available data, including international research, to ensure quality improvement approaches are aligned with best practice • Coordination of tools monitoring service outcomes (e.g. FERNZ, Whānau Satisfaction Survey). Results from these measures are summarised and presented to the team to guide clinical care and service development • Completion of audits to monitor service delivery, from time to time
Information Administration	• Maintenance and further development of administrative systems and records that will assist both the position and the team. • Liaison with IT services regarding databases • Ensure easy access for team members to information, training packages, orientation materials and other resources supporting the work of the team. This includes contribution to orientation of new team members in research and training areas. • Provide team with reports / present re information from team, surveys etc

Assist in providing a safe environment which promotes health and wellbeing	Ensures that health and safety practice meets the requirements of Health and Safety at work legislation, applies the District policies and processes and contributes to a culture of safe practice.
---	---

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
- Operations Manager Younger Persons Sector - All CCDHB mental health staff (for training)	All other team members including interns and students

- Clients and their whanau (CCDHB & Hutt DHBs)
- Central Region DHBs management & clinical staff
- Nationwide EI Services
- NZEIPS Executive
- CCDHB library staff
- Academic staff /Postgraduate students in local universities and other tertiary institutions
- Community agencies including PHOs etc
- Education sector
- Funding & other government agencies (MoH, Health Research Council, Mental Health Foundation etc)

About you – to succeed in this role

You will have

Essential:

- Well-grounded knowledge of research and training methodologies
- Proven experience in psychiatric/psychological research, training and mental health promotion
- Ability to critically analyse and summarise literature
- Good level of computer Literacy (including word processing, databases and statistical packages, Excel and PowerPoint), and ability to use scientific literature databases
- Ability to manage a variety of projects and work independently and in a timely manner
- An understanding of ethical principles and high ethical standards in all aspects of the role
- Effective filing and information retrieval system management
- Commitment to own professional development

Desired:

- Commitment to Te Tiriti o Waitangi
- Living the District values
- Respect and collaboration in practice
- Delivering an exemplary standard of care
- Practice informed by research evidence
- Innovation and critical thinking
- Commitment to sustainable practice

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.