

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	Laboratory Based Genetic Counsellor
Reports to	Service Leader
Location	Wellington Hospital
Department	Wellington Regional Genetics Laboratory (WRGL)
Date	7/10/2026
Salary band (indicative)ⁱ	Clinical/degree-qualified scale 5.2.7 Core Salary Scale (\$79,014-\$119,300)
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:

A Laboratory Based Genetic Counsellor serves as the critical bridge between a diagnostic genetics laboratory and frontline clinical care. Operating in a non-patient-facing capacity, they collaborate with clinical geneticists, clinic based genetic counsellors, genetic scientists and referring specialists to assess clinical appropriateness of referral and support test selection (genetic testing stewardship), undertake clinical laboratory administration including the ordering of sendaway tests and providing oversight to the sendaway process itself.

Individual performance objectives and criteria will be based on this position description

The laboratory based genetic counsellor is required to undertake their responsibilities and to conduct themselves in all matters relating to their employment in accordance with best practice and relevant ethical and professional standards and guidelines as determined from time to time by:

- the Human Genetics Society of Australasia (HGSA) Competency Standards and code of ethics in Genetic Counselling
- the Health and Disability Commissioner
- Capital, Coast & Hutt Valley policies and procedures except to the extent that they may be inconsistent with any other provision of this agreement.

Key Result Area	Expected Outcomes / Performance Indicators
Laboratory Responsibility	• Genetic testing stewardship including sample triage – preview of referrals to ensure appropriateness based on clinical information, consent and family history • Liaising with specialist referrers to obtain any missing referral information / recommend optimal test selection / discuss inappropriate referrals as required • Manage the section specific email inboxes – actioning laboratory/clinical/patient related queries and requests • Select appropriate genes / panels / complete sendaway test orders • Support and provide oversight of the laboratory sendaway process • Assist genetic scientists in classifying genetic variants using appropriate clinical guidelines • Contribute to laboratory reporting • Support any other laboratory based activity as directed by the Service Leader and senior laboratory scientists
Staff and Referrer Relations	• Maintains effective interpersonal relationships with WRGL & GHSNZ colleagues and referring specialists
Quality Assurance	• Understands clinical and laboratory guidelines and supports clinical teams and the laboratory to adhere to clinical frameworks • Attends and participates in regular departmental audit/peer review activities including multi-disciplinary team meetings, variant curation meetings and departmental meetings. • Attends and participates in Quality Assurance activities. • Quality of documentation meets specified standards. • Meets with colleagues to discuss and record performance issues and professional/personal development, at least annually.
Education and Teaching of laboratory staff and other professional groups	• Deliver education and advice to individual clinicians where required on appropriate genetic testing ordering practices. • Provides teaching or educational presentations for laboratory staff and other health professionals or groups with an interest in diagnostic genetics as appropriate.

Quality Improvement Initiatives	- Identifies improvement opportunities and notifies the Service Leader of these. - Participates in the service's quality and risk improvement and minimisation activities. - Provides good client service and is responsive to client requests or complaints. - Complies with standards and works to improve client satisfaction. Identifies risks and notifies the Clinical Leader and Service Leader of these. - Complies with Reportable Events policy and other policies and procedures. - Participates in audits.
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
- Referring specialists within/outside region - National laboratory network/clinical service - Government Departments & Statutory Bodies	- Laboratory Staff - Service Leader - Clinical Leader - Clinical Geneticists - Genetic Counsellors - Clinic Administrators

About you – to succeed in this role

You will have

Essential:

- [Masters in Genetic Counselling or equivalent
- Prior experience in a clinical genetics setting or diagnostic genetics laboratory
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- .

Desired:

- [Demonstrated knowledge of up to date standards for genetic testing of patients including laboratory standards (NPAAC requirements)
- Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role
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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.
- Motivated to achieve high quality, effective and safe services
- Willingness to participate in a multi-disciplinary team environment
- Effective listening skills, verbal, non-verbal and written communication skills
- Commitment to ongoing professional and personal learning

- Commitment to the profession
- Ability to manage time effectively and meet deadlines
- Commitment to the provision of an integrated national clinical genetics service and national genetics laboratory network

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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.