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	Casual Medical Photographer
Reports to	Operations Manager General Medicine
Location	Capital, Coast & Hutt Valley
Department	MEDICAL PHOTOGRAPHY

Direct Reports	NIL		**Total FTE**	NIL
Budget Size	**Opex**	NIL	**Capex**	NIL
Delegated Authority	**HR**	**NIL**	**Finance**	NIL
Date	03/11/2026			
Salary band (indicative)[i]	Step 1-5, Allied Health MECA			
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 core responsibilities of the role are to:

- Provide Clinical photographs for CCHV.
- Support of clinical assessment by providing medical photography as part of documentation in patient records.
- Process for referrals, storage, backup and access to digital imaging taken by the Medical Photography service. The role is also responsible for the clinical photograph service referral, quality, and storage database systems.

The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key Result Area	Expected Outcomes / Performance Indicators
Photography	• To provide clinical photographs to support clinical assessment by providing medical photography as part of documentation in patient records. • To provide support for teaching, research and publication purposes on location when resources permit.
Leadership	• To take ownership of day to day allocated tasks
Stakeholder engagement	• Actively work in partnership with other directorates and key stakeholders in the value for money design and delivery of effective project management services. • Constructive strategic and tactical relationships and partnerships are developed with a range of groups and individuals both internal and external to the CCHV that supports and enables problem solving and the implementation of solutions • A partnering approach is implemented to the delivery of services to CCHV in a way that facilitates and supports shared agenda and objectives.
Continuous improvement and innovation	• Establish a culture of continuous improvement, ensuring linked and cohesive CCHV view of the support services function that identifies opportunities and co-designs innovative solutions to meet the changing needs, from local customers through to district services or whole sector.
Health & Safety	• Ensure all Health & Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature • Actively support and ensure compliance with Health & Safety policy and procedures; ensuring staff also support and comply. • Maintain a proactive culture of Health & Safety supported by systems. • Ensure providers are aware of and have processes to comply with their health and safety responsibilities
Te Tiriti o Waitangi	• Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to • Equity outcomes are front and centre in goals, performance monitoring and plans for service and team performance • Cultural competence is grown across the team, supporting inclusion and partnership.

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.
- Any clinical photography requests or issues that require guidance or approval from the Operations Manager.
- Health and safety concerns, incidents, or risks encountered while performing photography duties.
- Patient concerns, complaints, or situations requiring additional support or escalation.
- Any issues relating to patient consent, privacy, confidentiality, or the use of clinical photographs.
- Technical issues or resource limitations that may affect the delivery of medical photography services.
- Any matters outside the scope of the role or requiring management approval.

Relationships

External	Internal
• Capital Coast and Hutt Valley clinicians. • Other Capital and Coast medical photographers.	• Clinical staff. • Directorate leadership teams. • Executive team.

• External customers. • Patients.	• Clinical Departments.

About you – to succeed in this role

You will have

Essential:

- A formal photographic qualification, preferably at tertiary level, or previous/current experience as a photographer in medical or health-related fields.
- Strong communication and interpersonal skills, with the ability to interact professionally and respectfully with patients and clinical staff.
- The ability to work independently, manage competing priorities, and contribute effectively as part of a team.
- A strong understanding of patient confidentiality, privacy, and infection prevention and control principles.
- Good IT skills, including proficiency in Microsoft Office and the use of photography portals.
- A professional, organised, and customer-focused approach, with the ability to demonstrate initiative and attention to detail.

Desired:

- Experience in medical photography or working within a healthcare environment.
- Experience using digital photography equipment and image-editing software.
- A working knowledge of graphic design and web-based tools, particularly Adobe Creative Suite (PS and LRC).
- An understanding of the New Zealand health sector and relevant legislation.
- Experience supporting clinical teaching, research, or publication through photography.
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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 high-quality clinical photographs to support clinical assessment and patient documentation.
- Communicate effectively and sensitively with patients who have a range of medical conditions and disabilities.
- Manage allocated photography tasks efficiently while maintaining accuracy and attention to detail.
- Maintain patient confidentiality and comply with organisational privacy, health and safety, and infection control requirements.
- Establish and maintain positive working relationships with clinical teams and other stakeholders.
- Work independently and collaboratively, demonstrating sound judgement, initiative, and a commitment to quality service delivery.

Desired:

- Provide photography support for teaching, research, and publication purposes when resources permit.
- Use image-editing and graphic design software to prepare and manage clinical photographs.
- Identify opportunities to improve photography processes and contribute to continuous service improvement.
- Adapt photography techniques to meet different clinical requirements and patient needs.
- Support a positive, inclusive, and collaborative working environment.
- Demonstrate creativity and flexibility when responding to changing photography requests and service priorities.
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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.