

Clinical Coordinator

Kaupapa | Purpose

Provide effective and efficient coordination of clinical placements for all nursing programmes to provide quality clinical opportunities for ākonga (students) within Te Puna Whaiora, Department of Nursing.

Support the Clinical Lead and Practicum Advisor to find and facilitate new clinical placements.

Reports to: Clinical Lead - Nursing

Team: Nursing

Date: September 2026

Ngā mahi | Do

- Develop and maintain exceptional internal and external customer relationships.
- Provide efficient and effective clinical administration support to the nursing team.
- Ensure the management of electronic filing systems is maintained at a high level.
- Communicate with ākonga regarding placement procedures, allocation, and processes.
- Ensure active support for the management team with involvement in marketing, promotions, recruitment, teambuilding activities and projects as required.
- Uphold and promote the bicultural strategy of the organisation through active participation in Te Reo Māori and Māori customs and protocols
- Ensure that the health and safety of fellow kaimahi (staff) and ākonga (students) comply with internal and external relevant policies and procedures of the Health & Safety in Employment Act.
- Seek to improve the quality of service to internal and external stakeholders.
- Ensure that communications with kaimahi, ākonga and stakeholders are carried out in a professional manner, meeting the values of the organisation.

Demonstrate commitment to:

Ākonga at the center through ensuring positive outcomes for ākonga in all aspects of their learning journey.

Te Tiriti o Waitangi and Māori Success by positively championing and contributing to the success of partnerships with Iwi, Hapū and Mana Whenua, honoring Te Tiriti o Waitangi to uplift Māori success.

Equity by identifying and removing barriers to participation and achievement, and fostering inclusive, culturally responsive environments where all ākonga and kaimahi can thrive.

Vocational Education Excellence through building responsive provision and services to meet the needs of ākonga, and stakeholders and to enable future sustainability.

Pūkenga | Have

A tertiary qualification of at least certificate level related to business administration or a relevant front office subject area, or equivalent skills and knowledge.

Expertise in computer management systems, including Microsoft suite.

Excellent oral and written communication skills, particularly at an inter-personal level

Ability to be self-motivated and able to work independently; and as part of a team

Display of a high level of professional and ethical conduct

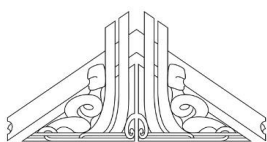
Understanding and commitment to Equal Educational Opportunities and an awareness and understanding of the Te Tiriti O Waitangi /Treaty of Waitangi and bicultural issues in education.

Experience in a customer service role is desirable

Experience in the health or education industry is desirable

Waiaro| Be

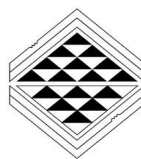
At Toi Ohomai, Toiohomaitanga describes our way of doing and being. It reflects how we care for each other, work together, and uphold our shared purpose. These behaviours apply to all kaimahi, with expectations scaled to the nature and level of each role. They guide how we show up in our mahi, contribute to our collective success, and reflect our commitment to Ā mātou uara | Our values in everyday practice.



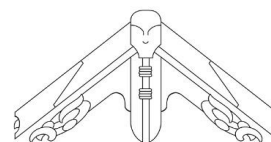
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA

Ako: Demonstrates curiosity and a commitment to continuous learning. Applies new knowledge to improve practice and outcomes and actively contributes to a culture of shared growth. This supports toitūtanga by sustaining excellence and adaptability over time.

Authentic and Inclusive: Fosters inclusive environments where people feel safe, respected, and able to be themselves. Actively includes diverse perspectives, addresses inequities, and supports others to thrive. These behaviours reflect manaakitanga through care, generosity, and upholding the dignity of all.

Connected: Builds and maintains strong, trusting relationships across teams and communities. Fosters cross-functional collaboration by sharing knowledge, aligning efforts, and supporting others to achieve shared goals. Communicates with empathy and respect, contributing to a shared sense of purpose. This strengthens whanaungatanga by nurturing meaningful connections and collective wellbeing.

Innovative and impactful: Identifies opportunities to improve and applies evidence, creativity, and courage to drive meaningful change. Uses data and insights to inform decisions, challenge the status quo, and focus on outcomes that matter for ākonga, kaimahi, and communities. These behaviours reflect kotahitanga, recognising that lasting improvement is strengthened through collaboration and shared purpose.

Engaged: Actively participates in Toi Ohomai initiatives that advance our vision. Shares knowledge, supports others, and contributes to a positive, forward-focused culture. This is how we can live kotahitanga, working together with unity and purpose.

Self-aware: Demonstrates humility, reflection, and openness to feedback. Understands the impact of their actions and takes responsibility for creating conditions where others can thrive. This reflects toitūtanga through thoughtful and courageous practice that supports respectful relationships and sustainable ways of working.

Ngā Hononga Mahi | Working relationships

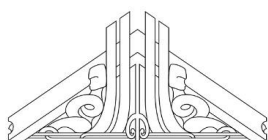
Internal: School management team, nursing team kaimahi including Programme Leads, teaching staff and practicum advisor, student nurse educators, administrators and ākonga

External: Te Whatu Ora/Health New Zealand ākonga coordinators, Community and Primary Health Providers, NGOs and Aged residential care providers

Resource delegations and responsibilities:

Financial: None

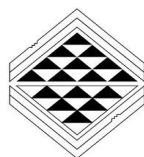
People: None



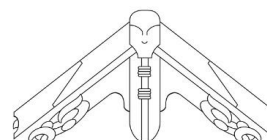
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