

POSITION DESCRIPTION

NZGSM Clinical Placement Network Coordinator

Reports to: Division Director

Division: Health

Tenure: Fixed Term (until November 2027)

Location: Hamilton

Date: July 2026

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive student experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tū ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

The Division of Health is committed to addressing health inequities and preventable conditions, with a particular focus on improving outcomes for Māori and Pacific communities. It advances equitable health outcomes across Aotearoa through innovative research and high-quality teaching in Biomedical Sciences, Health Promotion, Healthy Active Living, Human Performance Science, Midwifery, Nursing, Pharmacy, and Sport Development and Coaching. In 2028, the Division of Health will welcome the inaugural cohort of students to the New Zealand Graduate School of Medicine (NZGSM).

2. POSITION PURPOSE

The NZGSM Clinical Placement Network Coordinator is responsible for coordinating the establishment of the New Zealand Graduate School of Medicine's distributed clinical placement network.

The primary focus of the role is to establish the hospital-based clinical placement network across NZGSM teaching regions, ensuring hospitals are operationally ready to support clinical placements from 2028. This includes coordinating the relationships, agreements, systems, logistics and operational readiness activities required to enable clinical placements within hospital settings.

Working closely with the Iwi Engagement Manager, Deputy Dean of Medicine, Regional Clinical Leads and hospital partners, the role also supports the implementation of community, primary care, Māori and Pacific provider placement opportunities as they emerge through regional partnerships.

As an establishment role, the position focuses on developing the partnerships, provider agreements and operational readiness required before responsibility transitions to the ongoing Clinical Placements team.

FUNCTIONAL RELATIONSHIPS

Internal: Pro Vice-Chancellor of Health
Dean of Medicine
Deputy Dean of Medicine
Programme Director, Medicine
Division Director
Iwi Engagement Manager
Clinical Placements Manager
Divisional Office Staff
NZGSM Teaching & Research Academics
Other University staff
Students

External: Health NZ
Regional Workforce Development Services (RWDS)
Hospitals and Health New Zealand services
Primary care providers
Hauora Māori providers
Pacific health providers
Community health organisations

3. KEY RESPONSIBILITIES

Hospital Clinical Placement Network Establishment

- Coordinate establishment of hospital-based placement networks across NZGSM teaching regions.
- Develop relationships with Directors of Clinical Training, Medical Education Units, operational managers and other hospital personnel responsible for supporting placements.
- Coordinate engagement with hospital clinical, education and operational staff responsible for supporting placements.
- Coordinate hospital readiness, including agreements, orientation, operational processes and infrastructure requirements.
- Support providers through establishment activities, ensuring they have the information, documentation and systems required to participate in the NZGSM distributed clinical placement programme.

- Maintain oversight of hospital placement capacity and implementation readiness.

Community Placement Implementation (*Supporting*)

- Support the operational implementation of community, primary care, Māori and Pacific provider placement opportunities arising through regional partnerships.
- Coordinate provider onboarding, agreements and operational readiness.
- Maintain provider information and support transition into ongoing placement operations.

Placement Agreements and Provider Onboarding

- Coordinate the preparation, execution and monitoring of placement agreements.
- Maintain accurate records of provider agreements and associated documentation.
- Support providers through onboarding and implementation processes.
- Ensure required documentation and compliance requirements are completed prior to placement commencement.

Systems and Process Development

- Develop and implement administrative systems to support the clinical placement network.
- Establish and maintain provider databases and placement records.
- Document operational procedures and workflows that support future placement coordination.
- Identify opportunities to improve processes and enhance operational efficiency.
- Coordinate provider readiness activities including orientation resources, required documentation and implementation support.

Project Coordination

- Coordinate establishment activities across multiple regions to ensure a consistent approach while recognising local needs and relationships.
- Monitor project milestones and implementation progress.
- Prepare reports, briefing papers and project updates for senior leaders.
- Identify implementation risks and escalate issues where appropriate.
- Support continuous improvement and agile delivery throughout the establishment phase.
- Support the collection and maintenance of evidence required for Australian Medical Council accreditation relating to clinical placements and distributed education.

Team Contribution

- Work effectively as a member of the Division of Health professional staff team, supporting other team members and providing appropriate coverage of functions.
- Work collaboratively to encourage transparency across activities, open sharing of knowledge and the building of positive relationships to support a high-performance culture.
- Contribute to a positive team culture that reflects the University's values and supports manaakitanga, professionalism and service excellence.
- Comply with and undertake responsibilities set out in the University's Health and Safety Policy.

NOTE: Staff have an annual Objectives, Development and Reflection (ODR) meeting with their manager.

4. PERFORMANCE STANDARDS

The NZGSM Clinical Placement Network Coordinator will be performing satisfactorily when:

- Hospital placement networks are established and operationally ready in accordance with agreed project milestones.
- Clinical placement networks are established through effective collaboration with the Iwi Engagement Manager, Deputy Dean of Medicine, Regional Clinical Leads and external health sector partners.
- Hospital placement agreements, operational processes and readiness activities are completed within agreed timeframes
- Accurate records of provider capacity, agreements and implementation status are maintained.
- Community, primary care, Māori and Pacific provider placement opportunities are successfully operationalised in collaboration with the Iwi Engagement Manager, Deputy Dean of Medicine, Regional Clinical Leads and regional partner.
- Accurate records of provider capacity, agreements and implementation status are maintained
- Project reporting is timely, accurate and supports informed decision-making.
- Operational systems and processes are documented and transitioned to the ongoing Clinical Placements team
- Communications, documentation and stakeholder interactions are professional, accurate, clear and appropriately tailored to the audience.
- Interactions are conducted respectfully, collaboratively and in a culturally responsive manner, reflecting the University's values and commitment to partnership with Māori as intended by Te Tiriti o Waitangi.
- Safe and healthy work practices are followed in accordance with University policies, procedures, relevant work standards and statutory obligations.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- Relevant tertiary qualification or equivalent experience in health, project management, business, education or a related discipline.

Desirable

- Formal training or qualification in office management, project coordination, executive support, communications or a related field.
- Familiarity with tertiary education, health sector, clinical education or research environments

SKILLS, KNOWLEDGE and EXPERIENCE

Essential

- Experience coordinating complex projects or programmes.
- Excellent organisational and project coordination skills.
- Experience preparing agreements, maintaining records and coordinating implementation activities.
- Excellent written and verbal communication skills.
- Ability to work independently across multiple concurrent workstreams.
- Demonstrated understanding of partnership-based working.

Preferred

- Experience in the health sector or tertiary education.
- Experience working with multiple stakeholders across geographically dispersed organisations.
- Knowledge of clinical education or clinical placement models.
- Understanding of Te Tiriti o Waitangi and Māori health.
- Experience working with rural or community health providers.

PERSONAL QUALITIES

- Discreet, tactful and trustworthy, with sound judgement and respect for confidentiality at all times.
- Proactive and solutions-focused, with the ability to anticipate needs, follow through and keep others informed.
- Highly organised and reliable, with strong attention to detail and the ability to maintain progress across multiple workstreams.
- Calm, adaptable and resilient when working under pressure or in a changing environment.
- Collaborative and collegial, with the ability to work effectively as part of a team and across a wide range of University service areas.
- Culturally responsive and respectful, with the ability to relate to people from a variety of backgrounds and cultures in a courteous and sensitive manner.
- Committed to continuous improvement, process consistency and sharing knowledge to support team resilience.
- Acts with honesty, integrity and professionalism
- Commitment to equal opportunity and to the University's partnership with Māori as intended by Te Tiriti o Waitangi