

POSITION DESCRIPTION

Registered Nurse – Mental Health and Wellbeing

Reports to:	Clinical Manager, Mental Health and Wellbeing
Division:	Student Health Service
Tenure:	Permanent
Location:	Hamilton
Date:	November 2025

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

GENERAL

The Student Services Division provides high quality integrated services that foster engagement, promote wellbeing and support students in achieving their academic goals. The work of the Division comprises the following student services: administrative processes from enrolment through to graduation, enquiry management, pastoral care, international student services, health, accommodation, counselling, disabilities support, career development services, sport and wellbeing, student surveys and student complaints and appeals.

The Director of Student Services is responsible for the overall management of the Division, with

assistance from a team of Associate Directors including the Associate Director Student Health.

The Student Health Service provides high quality, accessible health care, counselling services and disability support to the University of Waikato students and enhances the educational process by modifying or removing health-related barriers to personal development and learning.

POSITION PURPOSE

The Registered Nurse - Mental Health and Wellbeing (RN MH&WB) serves as a primary care provider for students experiencing mental health and wellbeing challenges. They work with students using a solution and recovery focused approach. The RN MH&WB is required to provide a range of interventions to support student wellness, retention and success.

The RN MH&WB will be required to:

- Identify and assess the mental health and wellbeing needs of students, alongside their families/ whānau and significant others;
- Provide recovery-focussed intervention, support and recommendations;
- Refer to internal and external services as required;
- Adopt a case management approach for more complex presentations as needed;
- Work proactively across the campus community to implement innovative upstream initiatives to promote mental wellbeing and resiliency in the university population.

FUNCTIONAL RELATIONSHIPS

Internal: Associate Director Student Health Services
Violence prevention coordinator
Medical Director, Student Health
Clinical Nurse Manager, Student Health
Accessibility team
All other Student Health Services Staff
Students, family, whānau
Halls of residence
Staff of the Student Services Division
Other University staff and services

External: Community agencies and organisations
PHO and primary care providers
Kaupapa Māori service providers
Community mental health care providers

KEY RESPONSIBILITIES

- Ensure that students experiencing mental health challenges receive necessary assistance and support.
- Provide specialist nursing assessment, monitoring and delivery of interventions that support mental state and risk.
- Utilise holistic and culturally-grounded models and interventions.
- To deliver brief interventions utilising evidence-based interventions such as Cognitive Behavioral Therapy (CBT), Acceptance and Commitment Therapy (ACT) and Motivational Interviewing (MI).
- Work collaboratively with internal and external agencies to develop holistic care plans to optimise student wellbeing.

- Actively engage with the interdisciplinary team to achieve integrated outcomes for students.
- Provide advocacy to increase the capacity of students to effectively manage their own health and wellbeing.
- In the instance where students are receiving crisis or hospital care, work collaboratively with internal/external agencies and support their transition back to the University as appropriate.
- Assist University staff and students to understand the needs of and/or work effectively with students who have mental health challenges.
- Support with the development and maintenance of an effective network of internal and external partnerships, to support in navigating pathways to access services for students.
- Keep up-to date with changes in legislation, government policy and research in the area of mental health with particular, but not exclusive, regard to the implications for the tertiary education sector.
- Maintain accurate up-to-date records and files.
- Assist in the development and ongoing provision of support programmes and resources for students.
- Work with campus community to increase knowledge and skills around mental health challenge identification and response.
- Support capacity building and learning opportunities for staff including student health, residential assistants, tutors, and others whom provide support for students.
- Actively participate in the development of evidence-based, innovative initiatives across the University to promote for mental health and well-being.
- Participate in the maintenance of a safe and healthy work environment for self and others. Contribute to the hazard management programme.
- Any other duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

Team Contribution

- Work effectively as a member of the mental health and wellbeing team, student health service, to support other team members and provide support and/or 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.
- Work with other team members on projects.
- Support a positive culture and morale.
- Comply with and undertake responsibilities set out in the University's Health and Safety Policy.

Continuous Improvement

- Actively contribute to the ongoing development and improvement of systems and processes.

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

PERFORMANCE STANDARDS

The Registered Nurse – Mental Health and Wellbeing will be performing satisfactorily when:

- Students with mental health challenges are able to access mental health and wellbeing support to optimise health outcomes to enhance wellbeing and their academic journey.
- Service provision is student-led, safe, evidence-based, effective and appropriate to maximise wellbeing and address identified equity issues.
- Pathways for students requiring mental health supports are clear and easy to navigate.
- Students are able to access appropriate services in a timely manner.
- Relationships and communication with key population communities are established and fostered.
- Group interventions are available to students to access for a range of mental health and wellbeing challenges.
- Proactive delivery of university-wide education and capacity-building initiatives.
- Excellent relationships and linkages are developed and maintained internally and externally.
- Professionalism and appropriate confidentiality are maintained at all times.
- Opportunities for practice growth are identified and acted upon.
- Accurate up-to-date records and files are maintained.
- University policies, procedures, relevant work standards and statutory obligations are adhered to.
- Safe and healthy work practices and infection control standards are adhered to.
- Relevant legislation including in regard to Privacy Act, Code of Rights, Health Information Privacy Code, Health Practitioners Competency Assurance Act, Mental Health Act is adhered to.
- Risks in relation to students with mental health concerns are identified and managed effectively to ensure the University meets its legal obligations, and that academic and student safety risks are minimised.
- Greater awareness of the needs of students with mental health challenges is enabled, and appropriate strategies and systems and put in place to meet these needs.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- Bachelor's Degree in Nursing.
- New Zealand Registered Nurse or Registered Psychiatric Nurse with a current annual practicing certificate.

Desirable

- A postgraduate qualification in Mental Health.
- Formal education and experience in delivering psychological interventions such as CBT, ACT, MI.

SKILLS, KNOWLEDGE and EXPERIENCE

Essential

- Three to four years post-graduate nursing experience working in community mental health, with strong assessment and risk management skills.
- Demonstrated expertise in conducting mental health status examinations and risk assessments and provide treatment planning and intervention.
- A working understanding of the mental health support framework in New Zealand.
- Experience working with the unique mental health needs of young people and tertiary students.
- Utilise contemporary practise models that include psychological therapies and principles such as the recovery model, Stepped Care Approach, and strengths-based practice.
- Commitment to working proactively with Māori and Pacific Island communities.
- Familiarity with the impact and effects of colonisation and other determinants of health have on health outcome inequalities.
- A high level of oral and written communication skills.
- Demonstrated administrative and computing skills and experience.
- Broad knowledge of community mental health services, resources, and referral procedures.
- Knowledge of legislation and government policies and procedures that relate to client.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi. Demonstrated awareness of Māori and Pacific cultures.

Preferred

- Knowledge and experience in Māori health, Pacific peoples health and/or Rainbow community health.
- Understanding of, and an affinity with, Te Reo Maori and Tikanga Māori.
- Knowledge of the wellness/health needs of tertiary students.
- Knowledge of mental health needs of tertiary students.
- Experience working with diverse populations and communities.
- Advanced assessment and intervention skills.
- Experience delivering care via telehealth.
- Knowledge of and experience using brief intervention therapies (CBT, ACT, MI).
- Excellent, proven, interpersonal and community relationship building skills.
- Experience facilitating group interventions and education initiatives.

PERSONAL QUALITIES

- Enthusiasm, motivation, drive and energy for enhanced student mental health and wellbeing.
- Ability to work effectively as a team member as well as autonomously.
- Commitment to health equity.
- Ability to relate to and be sensitive to the needs of a wide range of students from a variety of backgrounds and cultures.
- Able to meet deadlines and operate effectively under pressure.
- Ability to thrive and adapt in challenging situations.
- Commitment to a culture of openness, flexibility and cooperation to achieve excellence in academic programmes and service.
- Commitment to ongoing learning and development.
- Concern for professionalism in all aspects of work.
- Ability to represent the Division and the University in an appropriate manner.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.