Health New Zealand
Te Whatu Ora

Position Description | Te whakaturanga ō mahi
Health New Zealand | Te Whatu Ora

Title	Research Fellow			
Reports to	Research Office Manager (operational) Medical Lead – Research (professional)			
Location	Wellington Regional Hospital and Hutt Hospital Capital, Coast and Hutt Valley district			
Department	Clinical Trials Unit			
Direct Reports	0		**Total FTE**	0.5
Budget Size	**Opex**	N/A	**Capex**	N/A
Delegated Authority	**HR**	N/A	**Finance**	N/A
Date	August 2026			
Salary band (indicative)*				

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations.
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well.
3. Everyone will have equal access to high quality emergency and specialist care when they need it.
4. Digital services will provide more people the care they need in their homes and communities.
5. Health and care workers will be valued and well-trained for the future health system.

Te Mauri o Rongo – The New Zealand Health Charter

The foundation for how we ensure our people are empowered, safe and supported while working to deliver a successful healthcare system, is Te Mauri o Rongo – the New Zealand Health Charter. It guides all of us as we work towards a healthcare system that is more responsive to the needs of, and accessible to all people in Aotearoa New Zealand.

It applies to everyone in our organisation and sits alongside our code of conduct as our guiding document.

Te Mauri o Rongo consists of four pou (pillars) within it, including:

Wairuatanga – working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

Rangatiratanga – as organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

Whanaungatanga – we are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe.

Te Korowai Āhuru – a cloak which seeks to provide safety and comfort to the workforce.

These values underpin how we relate to each other as we serve our whānau and communities. Together we will do this by:

- caring for the people
- recognising, supporting and valuing our people and the work we all do
- working together to design and deliver services, and
- defining the competencies and behaviours we expect from everyone.

About the role

This is an exciting opportunity for a resident medical officer (with MCNZ General Registration at time of appointment) to gain broad exposure to academic medicine through a unique shared appointment between Health New Zealand - Te Whatu Ora – Capital, Coast and Hutt Valley and the Faculty of Medicine, University of Otago, Wellington.

The role combines clinical trial support and medical student teaching.

Key responsibilities of the Research Fellow include:

- Support the delivery of clinical trials, including protocol familiarisation, participant recruitment and consent, data collection, and trial coordination activities.
- Contribute to study start-up, ethics and regulatory submissions, site documentation, and ongoing compliance with Good Clinical Practice (GCP) and regulatory requirements.
- Assist with data management, source document verification, database maintenance, and preparation of study reports, abstracts, and manuscripts for publication.
- Participate in Clinical Trials Unit (CTU) meetings and support monitoring, audit, quality assurance, and continuous improvement activities.
- Build collaborative relationships with investigators, research staff, sponsors, contract research organisations (CROs), and partner institutions to support the successful delivery of clinical trials.

Key Result Area	Expected Outcomes / Performance Indicators
Clinical Trials Delivery	• Clinical trials are delivered in accordance with approved protocols, Good Clinical Practice (GCP), ethical and regulatory requirements. • Participant recruitment, informed consent, study visits, data collection and follow-up are completed accurately and within study timelines.

	• Study documentation, source data and trial records are maintained to a high standard and are audit-ready. • Trial milestones and sponsor deliverables are achieved within agreed timelines.
Research Excellence and Scholarly Activity	• Contributes to the design, implementation and successful delivery of clinical research projects and trials. • Research findings are disseminated through abstracts, conference presentations and peer-reviewed publications. • Contributes to grant applications, ethics submissions and study reports as appropriate. • Demonstrates a commitment to continuous learning and professional development in clinical research.
Collaboration and Research Capability	• Develops effective working relationships with investigators, research staff, sponsors, Clinical Research Organisations (CROs), and partner institutions. • Contributes positively to the Clinical Trials Unit by participating in team meetings, quality improvement initiatives and shared research activities. • Supports the development of research capability through knowledge sharing, mentoring and collaboration across multidisciplinary teams. • Maintains effective communication with internal and external stakeholders to support successful trial delivery.
Te Tiriti o Waitangi	• Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori. • Supports tangata whenua- and mana whenua-led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care. • Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership.
Equity	• Commits to helping all people achieve equitable health outcomes. • Shows a willingness to personally take a stand for equity. • Supports Māori-led and Pacific-led responses.
Innovation & Improvement	• Is open to new ideas and create a culture where individuals at all levels bring their ideas on how to 'do it better' to the table. • Models an agile approach – tries new approaches, learns quickly, adapts fast. • Develops and maintains appropriate external networks to support current knowledge of leading practices.
Relationship Management	• Models good team player behaviour, working with colleagues to not allow silo thinking and behaviour at decision making level to get in the way of doing our best and collegially supports others to do the same. • Works with peers in Hauora Māori Service and Pacific Health Business Unit to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of services.

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.
Stakeholder engagement	• Ensure up-to-date knowledge of all areas of compliance requirements relevant to the role and Research Office • All clinical trial co-ordination activities comply with statutory and legal requirements such as Privacy Act 2020 Health Information Privacy Code 2020

Relationships

External	Internal
• Pharmaceutical company representatives • Universities and academic institutions • Contract Research Organisations (CRO) • Health and Disability Ethics Committee • Health Research Council • Funding agencies • International research organisations & monitors • Māori research advisory group	• Research Office and Clinical Trials Unit Manager • Medical Lead – Research • Research Governance Committee • Research Office and Clinical Trials Unit staff, including Regulatory Advisors, Research Coordinators, Research Nurses and Clinical Nurse Specialist -Research • Principal Investigators and research teams • Clinical Leads, Clinical Directors and operational managers • Finance, Legal, HR, Payroll, Privacy and other corporate support services • Regional and national Health NZ research teams

About you – to succeed in this role

You will have	Essential: • Registered medical practitioner in New Zealand (with MCNZ General Registration at time of appointment). • Demonstrated interest in clinical research. • Strong organisational and communication skills. • Ability to work independently and as part of a team.

- Self-directed and motivated individual, proactive in identifying and pursuing opportunities
- Understanding of Te Tiriti o Waitangi and commitment to its principles.
- Desirable: prior experience in clinical trials.

You will be able to

Essential:

- 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.
- With the support of Health NZ, proactively take care of your own health and safety, to ensure a safe and supportive work environment.
- Maximise the quality and contributions of individuals and teams to achieve the organisation's vision, purpose and goals.
- Establish and maintain positive working relationships with people at all levels within the public and private sectors, related industry and community interest groups and the wider national and international communities.
- Demonstrate a strong drive to deliver and take personal responsibility.
- Demonstrate self-awareness of your impact on people and invest in your own leadership practice to continuously grow and improve.
- Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity.
- Demonstrates initiative, sound judgement and the ability to work independently while contributing effectively as a member of a multidisciplinary team

Desired:

- Strong commitment to service, continuous improvement and delivering high-quality outcomes.
- Excellent time management skills and a proactive, adaptable approach to work.
- Ability to establish and maintain positive working relationships with internal and external stakeholders across health, academic, government, community and commercial sectors.
- Familiarity with health research processes, including clinical trial study conduct and ICH-GCP principles.

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.

**The reference to salary band in this position description is for internal benchmarking and role sizing purposes only. The salary band designation does not form a term or condition of employment and may be changed by the employer at any time. In accepting a Health NZ employment agreement you acknowledge and accept this. Changes to the salary band will not affect an employee's current salary or remuneration.*