

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	Medical Laboratory Technician (MLT) Maternity Cover
Reports to	Laboratory Manager
Location	Te Nikau Hospital
Department	Laboratory (Core Lab)
Date	15/07/2026
Salary band (indicative)ⁱ	Core scale group B
Children's Worker roleⁱⁱ	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 primary purpose of the role is to:

- To perform pre-analytical, and laboratory, duties as required in the laboratory.
- To provide a high-quality service to clients and patients

Key Result Area	Expected Outcomes / Performance Indicators
Role Purpose	• To receive, register and prepare samples ready for distribution to the Laboratory and to external Laboratories. • To perform phlebotomy and associated duties as required in the Patients Services area of the laboratory. • To undertake laboratory analysis of samples • To provide a high-quality service to clients and patients • Techniques are efficiently performed according to laboratory protocol. • Normal and abnormal results are identified and actioned. • Machine and technical irregularities are recognised and corrected where appropriate and the Laboratory manager or technical specialist is notified. • Output meets the demands of daily workload and workflow patterns.

	• Special duties assigned from time to time are carried out in a manner consistent with quality standards of the laboratory. • All tasks are carried out to standard laboratory procedures and policies. • Procedures 'out of control' are recognised and notified to the Laboratory Manager or Technical specialist. • Quality programmes are participated in and results reviewed.
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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 to your manager

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.
- The Technical Specialist or Laboratory Manager are kept informed of current operational, technical and other issues that might have an impact on the section.

Relationships

External	Internal
• Clients of Health New Zealand – Te Nikau Hospital Laboratory • Prospective new clients of Health New Zealand Te Nikau Hospital • Company Representatives] • Other Laboratories	• Laboratory staff, Te Nikau Hospital • Staff of Canterbury Health Laboratories • Other staff of Health New Zealand • Clinical staff of Health New Zealand

About you – to succeed in this role

You will have

Essential:

- Registration with the Medical Science Council of New Zealand and hold a current APC or working towards your (MLT/ ML-PAT) registration.
- Be a holder of NCEA Level 2 or equivalent.
- Able to maintain confidentiality and use discretion.
- Able to work unsupervised and prioritise workloads.
- Able to work cooperatively and efficiently to meet deadlines.
- Possess effective interpersonal skills.
- Be accountable and reliable.
- Have the ability to initiate and facilitate open communication with staff.
- Be client focused and committed to quality outcomes.
- A strong commitment to teamwork
- Possess excellent organisation and time management skills.
- Be culturally sensitive, with an understanding of the Principles and Articles of the Treaty of Waitangi

Desired:

- Previous Health Care experience

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.

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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.