



Position Description

Position Title	Immunisation Coordinator / Promoter
Date	01 November 2025
Approved by	CEO – Tūwharetoa Health Charitable Trust

Position holder	TBC
Reports to	Kaitataki / Team Lead for day-to-day matters. Overall, to the Whānau Pepi Tamariki Manager.
Purpose of the position	The Immunisation Coordinator will ensure that Tuwharetoa Health's immunisation services, particularly immunisation events are well organised, culturally appropriate, well-attended, and effective in improving immunisation coverage across the rohe of Ngāti Tūwharetoa. The role will liaise with whānau, hapu, iwi, Tūwharetoa Health's partners, other providers and community leaders.

Working Relationships	
Internal – Tuwharetoa Health	External
<ul style="list-style-type: none"> Whānau, Pepi and Tamariki Manager and team Chief Executive Officer (CEO) Chief Operating Officer (COO) Clinical Advisor Financial Controller and team Head of Data Science and IT team Operations Manager and team Pou Herenga / Te Tira Atamai Manager and team Project Lead Whānau Engagement Manager and team Executive Management Team (EMT) Trustees 	<p>Whānau, hapu and iwi</p> <p>Agencies and providers including but not limited to</p> <ul style="list-style-type: none"> Kohanga Reo and Early Childhood Centres Kura and Schools Te Whariki Aroha General Practice Pinnacle Midland Health Other health services, eg. Health Reporoa Social and educational services Crown Agencies

Standard Expectations, Attributes, Knowledge, and Skills
Analytical Thinking and Problem Solving: Ability to both identify problems and use information to resolve them.
Communication: Ability to clearly convey thoughts, both verbally and in writing, and to listen to and understands others.
Confidentiality: Ability to maintain privacy and confidentiality in line with the Privacy Act (2020) and the Health Information Privacy Code (2020).
Continuous Improvement: Ability to understand and implement a continuous improvement process in respect of one's own performance, and the organisation's processes and services.
Cultural Appropriateness: Ability to provide culturally appropriate support to a wide range of clients. Knowledge and experience in Ngāti Tūwharetoa Tikanga and Kawa are desirable.
Cultural Development: Commitment to attending and actively participating in quarterly All Team Hui / Noho Marae.
Health and Safety: Ability to work responsibly under the Health & Safety at Work Act 2015.
Policies: Ability to become familiar with, and work in line with Tūwharetoa Health's policies.
Relationship Development: Ability to build and sustain effective relationships both internally and externally.
Self-Management: Ability to work autonomously and flexibly to achieve the purpose of the position and the goals of the organisation.
Teamwork: Ability to work with others to achieve goals.
Te Tiriti o Waitangi: Knowledge of the principles of the Tiriti and how these relate to the development of specific initiatives for Māori.
Values: Ability to conduct themselves in line with Tuwharetoa Health's principles and values of Whanaungatanga (Spirit of Family), Manaakitanga (Spirit of Support) and Huhuatanga (Spirit of Service Excellence).
Current Full New Zealand Driver License is essential.

Position Specific Qualifications, Skills, and Experience	
Qualifications	A tertiary qualification - at least the New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) or equivalent, or a willingness to complete this.
Knowledge, skills, and experience	<p>Skill and experience in health service administration.</p> <p>Skill and experience working in event planning and / or coordination.</p> <p>Knowledge of local community networks and services.</p> <p>Excellent communication skills.</p> <p>Excellent organisational skills.</p> <p>Knowledge of immunisation.</p> <p>Skill and experience in developing, facilitating, and providing health education for whānau.</p> <p>Experience and skill working with whānau Māori in a kaupapa Māori paradigm.</p> <p>Knowledge of the New Zealand health system</p> <p>Intermediate level knowledge of computers with experience using Microsoft Office and databases.</p>

Main Responsibilities
The effective administration of Tūwharetoa Health's Vaccination Service.
Liaising with key stakeholders to arrange immunisation promotion and delivery events.
Arranging Immunisation promotion and delivery events
Communications
Liaising with and support the Vaccination Lead and team
Reporting

Role Delegations
Financial (limits/mandates etc.)
<ul style="list-style-type: none"> As per budget
Staffing
<ul style="list-style-type: none"> No direct reports

Key Accountabilities	
Main Responsibilities	Tasks (How it is achieved)
The effective administration of Tūwharetoa Health's Vaccination Service.	<p>Lead the effective administration of the Vaccination Service</p> <ul style="list-style-type: none"> • Develop and maintain an effective understanding of all requirements for the Vaccination Service. • Effective user of all the databases and tools the Vaccination Service use. • Support the referral, enrolment and recall systems. • Support record keeping and reporting. • Effective and supportive liaison with the Vaccination Lead and other service kaimahi.
Liaising with key stakeholders to arrange immunisation promotion and delivery events.	<ul style="list-style-type: none"> • Identify and contact key stakeholders in communities across the rohe of Ngāti Tūwharetoa. • Maintain a key stakeholder list and communication record. • Build community engagement about immunisation information and events. • Coordinate with community leadership to arrange events that increase immunisation coverage.
Arranging Immunisation promotion and delivery events	<ul style="list-style-type: none"> • Arranging immunisation information events • Identifying appropriate sites and community events for the mobile unit and vaccination team to attend. • Arranging dates, venues, and logistics.
Communications	<ul style="list-style-type: none"> • Liaise with Tuwharetoa Health's social media provider • Leading communications and promotions, including social media, radio, and print resources.
Liaising with and support the Vaccination Lead and team	<ul style="list-style-type: none"> • Regular communication with Vaccination Lead

Key Accountabilities	
Main Responsibilities	Tasks (How it is achieved)
Reporting	<ul style="list-style-type: none"> • Monthly service reports to the Leadership Team via service manager. • Quarterly reports to the funder as per contract • All reporting is directed to the Team Leader or Service Manager