



Whakaaturanga Mahi – Job description

Job details	
Job title:	Clinical Advisor – Policy, Insights & Analysis
Reports to:	Clinical Services Manager
Direct reports:	Nil
Role:	1.0 FTE
Key relationships:	
<i>Internal:</i>	Policy, Data, Operations, Clinical Advisors, Executive Leadership Team.
<i>External:</i>	Sector partners, funders (DSS/MSD, ACC), suppliers, NGOs, community partners
Location:	Palmerston North, Manawatu (flexible working arrangements/location negotiable)

Ko wai mātou – Who we are

Enable New Zealand is the leading supplier of disability equipment, information, advice and modification services in Aotearoa.

Our mission is to support disabled people and their whānau to live everyday lives in their communities. We do this by effectively managing access to equipment and modifications for those living with disability, and their whānau on behalf of Disability Support Services (**DSS**) | Ministry of Social Development (**MSD**) and the Accident Compensation Corporation (**ACC**).

He aha ngā painga ki a mātou – What matters to us most

At Enable New Zealand (**Enable**), we care about making a difference to disabled people and working together as a team.

He aha te mahi – Role purpose

This role provides expert clinical advice and strategic insights to inform funder policy development and programme enhancements. The Clinical Advisor ensures that initiatives improve efficiency, productivity, value for money and support funder decision-making. The alignment of outputs with the needs of disabled people and individuals requiring assistive technology is essential.

Ngā mahi haepapa – Role responsibilities

Key objectives	Responsibilities
Clinical Advice	<ul style="list-style-type: none"> • Deliver expert clinical guidance on policy, improved process, & service improvement for funder programmes. • Ensure Enable New Zealand clinical advice to stakeholders is informed by clinical evidence, particularly in accessibility and assistive technology and data driven. • Collaborate with stakeholders on service design initiatives to ensure they reflect customer needs and clinical effectiveness. • Provide advice on improving assessor capability to enhance efficient and timely outcomes for funders' services.
Policy and Process Insights	<ul style="list-style-type: none"> • Analyse and interpret clinical and operational data to identify trends, risks, and opportunities for service improvement. • Build clinical policies and processes; report findings and recommendations to leadership and funders. • Contribute to initiatives advancing accessibility and equity for Enable NZ clients. • Translate clinical knowledge into practical and strategic advice for stakeholders
Stakeholder Engagement	<ul style="list-style-type: none"> • Build and maintain relationships with internal teams and sector partners. • Represent Enable New Zealand at sector partners', suppliers', or stakeholders' meetings and events.
Advocacy	<ul style="list-style-type: none"> • Provide insights supporting clinical staff development. • Advocate clinical expertise across Enable New Zealand services and sector initiatives. • Contribute to clinical service development and improved delivery for stakeholders.
Continuous Improvement	<ul style="list-style-type: none"> • Identify opportunities to enhance and refine data collection, analysis, and reporting in support of Enable NZ's objectives. • Maintain up-to-date knowledge of relevant clinical, policy, and sector developments, especially regarding assistive technology.
Health, Safety, and Wellbeing. Apply HSW knowledge and skills to all work practices to ensure compliance with the Health and Safety at Work Act 2015 and any subsequent amendments or replacement legislation	<ul style="list-style-type: none"> • Is familiar with all policies and procedures as they affect the work environment. • Ensure that safe working procedures are practised, and no person is endangered through action or inaction. • Is aware of and can identify hazards and take action, accordingly, including preventing or minimising the adverse effects of hazards. • Ensure that all incidents, including near misses, are reported within the required timeframe using Enable New Zealand's incident reporting system. Actively participate in Enable New

	Zealand's health and safety programmes, through input into meetings and feedback through committee structures.
Te Tiriti o Waitangi – Treaty of Waitangi and Equity	<ul style="list-style-type: none"> Apply knowledge of Te Tiriti o Waitangi and its application in Health to all work practices. Attend appropriate Te Tiriti o Waitangi education sessions.

Ngā āheitanga matua – Key Competencies

Competencies are the skills, knowledge, and attributes required to be fully competent in this position. There will be a programme available for appointees to meet competencies where a need for continued development is identified. For the purposes of selection, essential competencies have been identified, and decisions will be made based on the ability of applicants to meet these:

Qualifications and Experience

Essential:

- Registered health professional with significant clinical experience, preferably in accessibility, rehabilitation, or assistive technology
- Experience interpreting clinical and operational data to inform improvement and strategy
- Excellent written and verbal communication skills

Desirable:

- Experience providing analysis and insights for service delivery or projects
- Knowledge of Enable NZ's policies and contract obligations (assistive technology, housing, hearing, and vision services)
- Leadership, project management, and service development skills

Skills and Attributes

Essential:

- Proven ability to build and maintain effective stakeholder relationships
- Commitment to accessibility, equity, and innovation in service delivery
- Respect for diversity and the lived experience of disabled people and other client groups

Desirable:

- Analysis experience providing insights towards service delivery and projects
- Advocacy and influencing skills
- Strong problem-solving and continuous improvement mindset

Physical Attributes

Under the Human Rights Act 1993 discrimination based on disability is unlawful. Enable New Zealand Limited will make all reasonable efforts to provide a safe and healthy workplace for all, including persons with disability.

Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfil these physical requirements, enquiry should be made whether it would be possible to accommodate a particular issue by obtaining advice from the appropriate people leader.