Health New Zealand
Te Whatu Ora

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	Embryologist
Reports to	Scientific Director
Location	Greenlane Clinical Centre
Department	Fertility Plus

Template Note:

1. *The yellow highlighting is for on-screen editing only and will not appear when the document is printed or converted to PDF. As a result, any finalised or published Position Descriptions will display normally without the editable field shading.*
2. *For non-leadership roles, delete the following rows:* ***Direct Reports, Total FTE, Budget Size, Delegated Authority****.*

Direct Reports	**0**		**Total FTE**	1.0
Budget Size	**Opex**	**Yes OPEX**	**Capex**	
Delegated Authority	**HR**		**Finance**	Yes
Date	17-01-2027			
Salary band (indicative)[1]	DCO-03 Step 3			
Children's Worker role[2]	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

This is an important role working closely alongside fellow embryologists and the Fertility Plus wider team of Doctors, Nurses, Social Workers and Administrators to create new families. The role encompasses all aspects of

[1] 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.

[2] 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.

IVF including ICSI, embryo cryopreservation, surgical sperm retrieval, oocyte freezing and warming, semen assessment and semen cryopreservation. The role also entails administrative tasks such as data entry and writing letters to patients, use of electronic medical records, participation in external quality assurance, internal quality control, communication with patients, monitoring and tracking stock, maintaining an Annual practicing Certificate through the Medical Sciences Council of NZ and participating in continuing professional development (CPD).

The primary purpose of the role is to:

- To perform the andrology and embryology required to provide an accredited Assisted Reproduction laboratory service that meets internationally recognised standards.

Key Result Area	Expected Outcomes / Performance Indicators
IVF	• Identify oocytes in theatre, prepare semen specimen, inseminate oocytes, check for fertilisation, grade embryos and prepare for embryo transfer.
ICSI	• Intracytoplasmic sperm injection. Microinjection of a single sperm into oocytes when male factor infertility present and IVF not expected to result in fertilisation.
TESE	• Surgical sperm retrieval. Extraction of a single sperm from epididymal and testicular samples for use in ICSI when no ejaculated sperm present.
Embryo cryopreservation	• Freezing of embryos for thawing and replacement in future cycles. •
Sperm cryopreservation	● Freezing of sperm samples, donor samples, backup for treatment cycles, or prior to treatment that may impair fertility.
Andrology	● Routine semen analyses, preparation of washed sperm samples for ART treatments including DI (donor insemination) IUI (intrauterine insemination) IVF and ICSI.
Record Keeping	● Meticulous documentation of all the above procedures, including data entry and letters to the patients. Accurate, accountable records of all oocytes, sperm and embryos must be available at all times.
Communication	● Provision of information to patients before, during or after treatment in an empathetic manner.
Team work	● Working collaboratively and respectfully of colleagues to achieve goals together.
Laboratory stock	● Ordering of laboratory consumables from overseas suppliers in a timely, cost effective manner. ● Maintaining traceability of media used during treatment cycles.
Laboratory Equipment	● Maintenance and quality control of laboratory equipment. Using laboratory equipment as directed in protocols.
EQA	● Participation in EQA scheme for both andrology and embryology.
CPD	● Completing required number of points as required by NZIMLS. ● Keeping up to date with advances in ART by reading international journals.
APC	● Maintaining Medical Laboratory Science Board Annual Practising Certificate through participation in CPD (Continuing Professional Development)

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.

Culture and People Leadership

(This section is applicable only to leadership roles – do not amend. Delete for non-leadership roles.)

- Provides visible, effective leadership that aligns people, resources, and effort to organisational priorities and outcomes.
- Builds high-performing teams through coaching, development, succession planning, and a commitment to continuous learning.
- Creates an inclusive and engaging workplace where people are supported to contribute, grow, and succeed.
- Builds trusted relationships with stakeholders and works collaboratively to deliver sustainable outcomes.
- Fosters a culture of accountability, innovation, and continuous improvement, ensuring people and organisational performance support strategic objectives.
- Champions values-based leadership and promotes a positive organisational culture that supports wellbeing, performance, and service excellence.

Matters which must be referred

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.

- [Health and safety concerns, non-conformances, near-misses and protocol deviations must be reported to the Scientific Director

Relationships

External	Internal
• Clients – both public and private • Awanui Labs • Suppliers • Customs • Couriers • Embryologists form other clinics • Professional organisations – FSANZ, SIRT • NZIMLS • Medical science Council of New Zealand [insert external relationships] • EQA	• [All Fertility Plus staff • Health NZ staff • Clinical engineering • Lab Plus • Health and Safety team • Service Now •

About you – to succeed in this role

You will have

Essential:

- A Bachelors degree in Biological Science with at least a one year postgraduate qualification
- Registered with Medical Science Council of NZ or eligible to register, see link for details www.mscouncil.org.nz/pre-registration
- Manual dexterity
- Meticulous attention to detail
- Problem solving
- Team worker
- Experience using microscopes

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Desired:

- Vitrification experience
- ICSI 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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Desired:

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