







Medical Services Advisor

The Medical Services Advisor provides clinical expertise and operational support to the Head of Medical to ensure the effective delivery of New Zealand Rugby's (NZR) medical requirements, primarily across the professional game. This role plays a key part in maintaining the highest standards of medical care and governance across teams, competitions, and medical personnel. The focus includes ensuring high-quality, integrated clinical care for professional players, supporting consistent and efficient medical service delivery, contributing to the development of the medical workforce, and leading the administration and ongoing implementation of NZR's Clinical Governance Framework.

					
Location	Team	Leader	Employment Type	Direct Reports	Span of Control
Wellington	People, Safety & Wellbeing	Head of Medical	Permanent	Nil	Nil
Key Stakeholder Groups Internal: NZR Employees, Professional Players External: Provincial Unions, Super Rugby Clubs, NZRPA, ACC, Rugby Foundation, World Rugby Medical Advisory Panel, Treatment providers, Drug Free Sport NZ, Industry healthcare providers.					

What You Do

Match Day Medical Operations

- Leadership and ownership of medical resource planning and medical coverage across the various tournaments and competitions to ensure that every match has the right medical support in place.
- Provide on-the-ground clinical support as required.
- Work with Match Day Doctors to ensure appropriate medical supplies and equipment are available at each match venue.
- Ensure that all team and match day medical staff have a current World Rugby Immediate Care in Rugby Certificate (ICIR).
- Identify and resolve issues and risks as they arise.

Medical Workforce Development

- Work with the Head of Medical to attract, recruit and retain team and match day medical staff to support player welfare initiatives across all levels of the game.
- Assist the Head of Medical to arrange and coordinate professional development sessions for National, Super Rugby, NPC and FPC team physiotherapists and doctors and match day doctors (MDDs) as required.
- Assist the Head of Medical to periodically review the service requirements of Team Doctors, Physiotherapists and Nurses engaged by NZR.
- Establish links with fellow Allied Health and Medical Professionals to build capacity within those groups.

- Work with the Head of Medical to support the team and match day medical staff to follow best practice in rugby medicine and set them up for success.

Clinical Service Delivery

- Provide on-the-ground clinical support to Super Rugby Doctors to complete cardiac screening (including ECGs) and new contract medicals as and when required.
- Assist Super Rugby Doctors with concussion and other baseline testing in the pre-season.
- Work with team doctors to facilitate appropriate specialist referral.
- Provision of other on-the-ground clinical support, within scope, as required.

Clinical Governance Framework delivery and ongoing administration

- Support the Head of Medical with the delivery and ongoing administration of NZR's clinical governance activities.
- Assist in the development of policies and procedures, and associated audit activities to support NZR's commitment to continuous improvement in the quality of clinical care provided to our players.
- Support the delivery of the Player Welfare Risk Management Group and Brain Health & Concussion Risk Management Group initiatives.
- Support the Head of Medical in the operation of the NZR Clinical Governance Group.

Medical Research

- Manage end-to-end delivery of Medical Research projects from time to time.
- Support the Community Rugby Team with the management, development and delivery of player welfare initiatives as required.
- Provide cover for the Medical Projects Lead to support the Chief Scientist on Medicine & Science Advisory Panel (MSAP) matters.

General Administrative Support

- Assist the Head of Medical with the design and development of supporting documentation and presentations for relevant stakeholder engagements as required.
- Organise and schedule meetings with key internal and external stakeholders.
- Provide cover for the Medical Projects Lead in preparation for and delivery of medical workshops and medical education courses.
- Any other activities as required by the Head of Medical from time to time.

Budgeting & Finance

- Maintain Programme budget activities, ensuring budgetary compliance, and preparation of invoices for payment.
- Work with the Head of Medical to prepare documentation for budget reporting.
- Purchase Card coding/receipts/Expense claims.
- Monthly financial reporting – tracking/advising/correcting re-codes.
- Liaise with finance, internal and external vendors to resolve any queries that arise over invoicing.

What You Bring

Key experience and skills include:

- Allied Health qualification (Nursing or Physiotherapy) with current registration with the Nursing Council of New Zealand or the Physiotherapy Board of New Zealand.
 - Current Annual Practising Certificate (APC) and Professional Indemnity Insurance.
 - Previous experience in medical administration.
 - Experience in injury prevention, injury management, injury surveillance, and/or concussion management within athletic or sporting environments.
 - Current Level 6 ACLS certificate (validated every 24 months) or equivalent qualification.
 - Experience in cardiac screening, ECG monitoring and interpretation an advantage but not essential.
 - Proven ability to produce clear, accurate, and professional reports.
 - Experience working within professional rugby or high-performance sport environments preferred but not essential.
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