

# Position Description

## Associate Nurse Unit Manager

|                                  |                                                                                                                                                                                                                              |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Classification:</b>           | Associate Nurse Unit Manager Y1-Y2                                                                                                                                                                                           |
| <b>Business unit/department:</b> | ANUM Ward 17 Ward – Psychological Trauma Recovery Services (PTRS) – Mental Health Division                                                                                                                                   |
| <b>Work location:</b>            | Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/><br>Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify) |
| <b>Agreement:</b>                | Victorian Public Mental Health Services Enterprise Agreement 2024 – 2028                                                                                                                                                     |
| <b>Employment type:</b>          | Full-Time or Part-Time<br>Fixed Term, Parental Leave backfill<br>Commencing 12/10/26 and Ending 11/4/27                                                                                                                      |
| <b>Hours per week:</b>           | 40 (38 and ADO) for P/T position                                                                                                                                                                                             |
| <b>Reports to:</b>               | Nurse Unit Manager                                                                                                                                                                                                           |
| <b>Direct reports:</b>           | N/A                                                                                                                                                                                                                          |
| <b>Financial management:</b>     | Budget: NIL                                                                                                                                                                                                                  |
| <b>Date:</b>                     | June 2026                                                                                                                                                                                                                    |

### Position purpose

The Associate Nurse Unit Manager (ANUM) is recognised as a clinical leader within the nursing team. The role forms part of the leadership group and works as a delegate of the Nurse Unit Manager (NUM) to model the core values of Austin Health through effective leadership and management of the clinical nursing and support staff.

As an ANUM in Ward 17, your responsibility is to ensure the delivery of consumer-focused, strengths-based nursing care within the context of a multidisciplinary team approach. In conjunction with the Nurse Unit Manager, you will ensure the provision of quality psychiatric nursing practice through effective staff management and clinical leadership. You will facilitate and promote a team approach, in assisting the promotion of staff education and development.

The ANUM is an experienced clinician who will practice in accordance with mental health nursing frameworks developed by Safercare Victoria. In utilizing a recovery approach, you will communicate using recovery language, promoting hope, and fostering the individual's self-determination, strengths and goals. The ANUM will escalate to senior staff all relevant incidents and occurrences both during business hours and in the after-hour period; consistent with escalation policies and procedures and a commitment to the least restrictive model of care.

## About the Directorate/Division/Department

### Psychological Trauma Recovery Service (PTRS)

The Psychological Trauma Recovery Service (PTRS) is a 20-Bed State-Wide Specialist Mental Health Service for the treatment of trauma related mental health conditions. PTRS provides comprehensive and clinically-targeted treatments, underpinned by the best available evidence of both Post Traumatic Stress Disorder and associated conditions. The PTRS comprises of both Inpatient and Outpatient treatment programs, in addition to Group Treatment Programs for specific cohorts of consumers, including Veterans, Current-serving Australian Defence Force members, Emergency Services Personnel (i.e. Victoria Police, CFA/ MFB) and survivors of serious workplace or motor vehicle accidents.

### The primary aims of the Austin Health Psychological Trauma Recovery Inpatient Unit (Ward 17) are to:

Improve mental health outcomes for individuals with trauma-related complex care needs, through the provision of comprehensive and evidence-based treatments, to engender an environment that promotes individual autonomy and supported-decision making within a recovery focused model of care.

## Position responsibilities

### Role Specific:

#### Comprehensive Care:

- Act as mentor and role model to point of care nursing staff, setting and clearly communicating clinical and behavioural expectations.
- Provide expert clinical knowledge and direction to ensure that clinical standards, policies and procedures promote a consumer-focused model of care.
- Display an ability to analyse situations and make appropriate decisions in a timely manner that meets the needs of patients, staff and the organisation.
- Continuously reviews existing practices and policies according to evidence-based practice to minimise adverse consumer outcomes.
- Lead others to develop skills in utilisation and interpretation of assessment information.
- Provide expert clinical knowledge to point of care nurses through communication, modelling, and teaching.
- Provide clinical expertise and advocacy to the patient/family in the ongoing management, adaptation, and delivery of goals of care, within scope of practice.
- Demonstrate clinical reasoning and a comprehensive understanding of abnormal trends and consumer conditions in complex situations.
- Lead local continuous quality improvement to ensure care remains safe, contemporary, and effective.
- Lead nursing team through an effective handover process and evaluate handover processes occurring at point of care.



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## Education

- Actively engage and contribute to the education and professional development of self and others at ward/unit level.
- Offer feedback to others which is specific, supportive, non-judgemental, timely and reflective.
- Demonstrate use of a variety of educational strategies including reflective practice to further own professional development.
- Utilise and maintain professional practice portfolio to plan for future continuing education, professional development and employment goals for self and others.
- Support and lead staff with ward/unit portfolios, utilising data driven approach to practice improvement.
- Demonstrate self-initiative in undertaking further educational opportunities.
- Lead/participate in local networks and forums to share and extend professional knowledge and build collegial support.

## Research and Innovation

- Demonstrate sound knowledge of research evidence related to area of practice.
- Promote and facilitate evidence-based care in local area.
- Create, participate and support others in the development of evidence-based guidelines.
- Identify best practice research to address gaps in nursing practice.
- Participate in research activity under direction/ supervision.
- Contribute to local research activities including selecting appropriate research methodology, and data analysis strategies.

## Support of Systems

- Support others to understand the Austin Health vision and integrate strategic priorities into clinical practice.
- Collaboratively supports the NUM to explain financial implications of business decisions to staff. Identifies cost effective and efficient approaches to managing resources.
- Support others to understand the National Safety and Quality Health Service Standards (NSQHSS) and the implications for practice.
- Actively participate in role as NSQHSS clinical champion with specified portfolio for local level.
- Contribute to new or revised guidelines or procedures relevant to local clinical area.
- Lead quality improvement initiatives to address identified gaps at the local level.
- Identify practice gaps and implement projects based on clinical audit methodology and PDSA cycle.
- Understand clinical audit and practice improvement initiatives and results at local level.
- Provides reports to NUM/ Manager on audit results and deliver presentations to colleagues.
- Contribute to workplace safety audits.
- Act as a resource to support staff to document all clinical findings and patient access activities consistently and reliably into Austin Health paper-based systems and clinical application systems.



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## Professional Leadership

- Provide clinical leadership within nursing teams and utilise Nursing and Midwifery Board of Australia (NMBA) Decision Making Framework to provide clinical oversight of others.
- Utilise effective communication and leadership styles.
- Begin to develop good self-awareness and self-management and adjust your own style in different circumstances.
- Demonstrate good self-awareness and adapt to changing situations.
- Use active listening techniques to explore and understand the views and ideas of others.
- Support others to meet expected standards of behaviour and develop their leadership capability.
- Move between different leadership and communication styles depending on circumstances.
- Seek formal and informal education opportunities on leadership.
- Participate in formal post-graduate study in leadership/ strategy/ change management.
- Support staff to manage priorities and actively assist in managing ward/ unit workload.
- Demonstrate a commitment to deliver sustainable, excellent performance and accountability within the local context.
- Seek opportunities to celebrate other's contributions and achievements in the local context.
- Lead the nursing team to achieve healthcare goals.
- Support others to work autonomously within scope of practice.

## All Employees:

- Comply with Austin Health [policies & procedures](#) as amended from time to time.
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments.
- Maintain a safe working environment for yourself, colleagues and members of the public. Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Comply with the principals of patient centred care.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by management.

## People Management Roles:

- Maintain an understanding of individual responsibility for safety, quality & risk and actively contribute to organisational quality and safety initiatives.
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs.
- Support staff under management to comply with policies, procedures and mandatory training and continuing professional development requirements.
- Be aware of and comply with the core education, training and development policy.



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## Selection criteria

### Essential Knowledge and skills:

- A commitment to Austin Health values.
- Registered Nurse registered with the Nursing and Midwifery Board of Australia.
- Demonstrated knowledge of, and commitment to, the Recovery Oriented practice, Trauma Informed Care, Safewards Model and collaborative clinical practice.
- Relevant Post Graduate Qualification in Psychiatric/Mental Health Nursing or equivalent.
- Demonstrated leadership ability, with a clear understanding of the managerial responsibilities of the ANUM role.
- A patient focused approach to care including contemporary theories and techniques of practice that underlie mental health care and management of behaviours of concern.
- Demonstrated commitment to recovery approach with a focus on working collaboratively with patients and carers to promote self-determination and enable progress toward reaching the patient's personal goals.
- Demonstrated knowledge of professional standards.
- Knowledge of legal and ethical requirements.
- Demonstrated ability to use clinical information systems.
- Commitment to quality, best practice and environmental safety.
- Ability to communicate effectively in both written and verbal form.
- Ability to problem solve in a variety of complex situations.
- Ability to clinically lead a dynamic team which works effectively within a multidisciplinary environment.
- Ability to assist and support the implementation of quality and change management initiatives and clinical projects.
- A positive approach to ongoing self-education and skill development.
- A flexible, innovative team-oriented approach to service delivery.
- A positive approach to change and diversity.

### Desirable but not essential:

- A sound understanding of information technology including clinical systems, applications relevant to the Management of rostering and risk management reporting or as required for the role and/or department.
- Ability to support and maintain budget management processes.
- Ability to identify opportunities for process redesign and to support/coach staff in the implementation of redesign projects and activities.



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## Professional qualifications and registration requirements

- Registered Nurse registered with the Nursing and Midwifery Board of Australia.
- Relevant Post Graduate Qualification in Psychiatric/Mental Health Nursing or equivalent.

## Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

## Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

## General information

### Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.



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### **Equal Opportunity Employer**

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

### **Austin Health is a child safe environment**

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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