

Position Description

Position Title: Assistant Director of Nursing – Professional Practice and Governance

Classification:	ZC1
Business unit/department:	Nursing Workforce Unit
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
	Choose an item.
	Choose an item.
Employment type:	Full-Time
Hours per week:	40
Reports to:	Director of Nursing - Austin
Direct reports:	1
Financial management:	0
Date:	May 2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

The Assistant Director of Nursing (ADON), is a senior leader of the nursing division and a member of the Nursing Executive team. They model the core values of Austin Health through effective leadership and management of the Nursing Workforce Unit nursing and support staff. This position's primary responsibility is to provide oversight of nursing professional practice, governance frameworks and credentialing processes, monitored through Nursing Advisory Council. The role ensures alignment with NMBA standards, National Safety and Quality Health Service (NSQHS) standards and relevant legislation (e.g. Safe Patient Care Act). Additionally, the role contributes to organisational and nursing workforce planning and redesign initiatives, leading defined projects as identified in the Nursing Strategic plan and CNO portfolio business plan. The role partners closely with the Divisional leadership structure via a partnership model to support workforce planning and provide professional nursing practice guidance and support.

About the Directorate/Division/Department

Austin Health Nursing Workforce units' purpose is to provide a framework for nursing professional practice and credentialing and to collaborate with operations to support the development of a highly functioning contemporary nursing workforce. Additionally, the nursing workforce unit supports operational nursing workforce planning, recruitment and manages the supplementary workforce, nursing, PSA and clerical to support short term vacancies, and additional resources to support increased acuity. The relationship with operations and bed managers is critical in supporting the organisation to provide ongoing optimal clinical care. The Nursing Workforce Unit (NWU) provides proactive management of the nursing workforce encompassing:

- The timely recruitment and deployment of the supplementary workforce with required skill sets into department vacancies across Austin Health.
- Management and Support of Nursing recruitment processes with People and Culture.
- Data management and report analyses for organisation nursing workforce key performance indicators as set by the Austin Health Executive and operations
- Enhancement of nursing leadership and professional practice. Provision of strategic and operational nursing workforce planning and expertise and advice to nurse unit managers, divisional managers, and directors.
- Oversight and accountability of nurse credentialing and professional practice frameworks.

Position responsibilities

Direct clinical care

- Understand the needs of the organisation and assist to develop appropriate contemporary models of care
- Awareness and understanding of the Victorian Safe Patient Care Act (2015)
- Awareness and understanding of the Nursing and Midwifery Enterprise bargaining agreement.
- In collaboration with the Nursing Executive team, continuously review and promote evidence-based practice.
- Visibly profile with managers, nursing staff and clinical teams on the Austin campus. About Nursing Workforce Unit
- Identifies cost effective and efficient approaches to managing staff replacement and unit resources.
- Undertakes reviews of existing practice, local policies and procedures to ensure best outcomes, with all local policies and procedures being current and up to date
- Gather sufficient information to make informed decisions.
- Acts as a role model for staff, setting and clearly communicating clinical and behavioural expectations
- Creates a team environment, which promotes a positive culture, opportunity for learning and development, safety and welfare of employees and fosters innovation Professional Leadership



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Professional Leadership

- Lead strengthened nursing governance, including credentialling through Nursing Advisory Council.
- Austin site Emergency Management responder (Site Deputy)
- Communicates information and expectations in a way that builds effective and collaborative working relationships with senior leaders across the organisation.
- Effectively deals with challenging behaviours and the resolution of conflicts.
- Demonstrates leadership in situations demanding action
- Maintains a professional demeanor and serves as a role model for all nursing staff
- Communicates a positive vision for change and supports others through the change process
- Proactively identifies new opportunities and addresses barriers to change
- Provides timely performance feedback, coaching and guidance when needed in accordance with the performance management policy.
- Responsible for human resources requirements including recruitment and selection, leave management, rostering, and attendance management.
- Implement strategies to retain staff including positive recognition and comprehensive orientation, building a cohesive team culture, coaching, and mentoring and providing learning opportunities.
- Ensure a high level of work quality, develop, implement, and monitor quality improvement within the unit in accordance with Austin Health Policies as varied from time to time. •
- Works collaboratively with the Director of Nursing to implement the nursing workforce plan including, recruitment, retention, career development and wellbeing.

Education

- Adapts working style as appropriate to achieve effective outcomes.
- Invites and assimilates feedback from others by active participation in own performance review process.
- Support the consistent delivery of Austin Health Nursing Professional Practice Framework.
- Role models own commitment to life long education and learning.
- Creates a climate where self-development and improvement are valued
- Identifies own learning needs and the learning needs of others
- Provides nursing staff with professional development opportunities for learning and education. Liaises with nursing education to influence programs related to workforce planning.

Support of systems

- Works collaboratively to develop the systems, processes and projects required to support the organisation and unit's strategic direction.
- Manage Health-e Workforce Solutions (HWS) stakeholder engagement internal and external including budget build process
- Ensure ongoing achievement of Portfolio specific KPIS.
- Utilises and analyses workforce data, generate, and distribute relevant reports to key stakeholders Actively participates in interdisciplinary committees and working parties locally and organisation wide as required.
- Actively supports the effective management of the department's budget within targets and timelines Utilise financial data to develop strategies and plans to support the nursing workforce
- Manages own time efficiently and effectively in line with key priorities for the unit
- Displays an ability to analyse situations and make appropriate decisions in a timely manner that meets the needs of patients, staff, and organisation.



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- Continuously review existing practices and policies to maximise effective utilization of resources

Research

- Actively utilizes nursing research to strengthen nursing governance
- Actively participates in research projects
- Supports quality improvement and research initiatives and effectively manages change to improve patient outcomes
- Ensuring the delivery of evidence-based nursing care that meets professional, organisational, legal and ethical standards in order to optimize health outcomes for the community

Selection criteria

Essential skills and experience:

- Demonstrated management and leadership capability.
- Demonstrated knowledge of IT support systems (Success factor and Kronos)
- Understanding of utilisation of staffing allocations and rostering software.
- Demonstrated knowledge of professional standards, legal and ethical requirements
- Demonstrated experience in Human Resource Management including managing performance feedback, recruitment, and retention.
- Comprehensive understanding of current and predicted nursing workforce opportunities and challenges.
- Well-developed interpersonal and negotiation skills with sound ability to communicate effectively with a wide range of professional groups.
- Ability to problem solve in a variety of complex situations.
- Demonstrated ability to implement, lead and support change.
- Advanced organisation and time management skills.
- Demonstrated capacity in data analysis and interpretation.
- Experience and proficiency in Microsoft systems.
- 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.
- Demonstrate a sound understanding of nursing professional standards and nursing practice, including governance and regulatory bodies.

Highly desirable but not essential:

- Relevant post graduate qualification in nursing or equivalent or working towards
- Experience with Health-e Workforce Solutions (HWS) •
- Membership of a nursing professional body

Professional qualifications and registration requirements

Registered Nurse Division 1 (General) registered with the Nursing and Midwifery Board of Australia



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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.

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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