Position Description

After Hours Site Manager

Classification:	Registered Nurse, Division 1. NM5 A (601+ beds)- Austin /Repat Site (ZC7) Registered Nurse, Division 1, NM5 C , (101+ beds)- Talbot Site (ZC5)
Business unit/department:	Nursing Services
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☒ Other ☐ (please specify)
Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Employment type:	Part-Time
Hours per week:	30
Reports to:	Director of Nursing
Direct reports:	Nil
Financial management:	Budget: nil
Date:	November 2026

Position purpose

The After-Hours Site Manager role:

- Is the senior nurse leader on site after hours and the senior resource for escalation of matters that may impact on clinical care
- Primary responsibility for site emergency response after hours
- Supports the delivery of evidence based clinical care and quality patient outcomes by promoting professional nursing standards that align with Austin Health policy and procedure
- In this role, there is preference that the AHSM is able to work on all three sites of Austin Health across a rotating 24/7 roster when required, and/or complete buddy shifts on all three sites to remain current with site specific operational and professional requirements.
- Provide leadership, mentorship and guidance to all Austin Health staff
- Facilitates a safe environment for patients, visitors and staff
- Has responsibility for the leadership and management of designated portfolios
- Bed Manager (Austin site) 2200 - 0630

About Nursing Services

The position is located within Nursing Services and provides support to the Nursing Executive, Managers and staff at Austin Hospital. The role liaises across all disciplines and areas of the site, and operates within the existing Quality Improvement, Risk Management, Clinical Governance and Human Resource frameworks.

Position responsibilities

Direct Care:

- To provide a visible presence within the clinical departments, focusing on leadership, support and role-modelling
- To provide direction, supervision and supportive professional guidance to all clinical staff
- Lead Rounding of all clinical areas on site (minimum of once per shift)
- Understand and align practice with Austin Health's patient flow and access to care targets
- To promote a multidisciplinary approach to the management of beds outside the bed management hours of operation, ensuring that Austin Health's resources are utilised to provide timely and effective patient care
- To work in partnership with the Nursing Executive, Clinical Nurse Educators and NUMs to support the implementation of new systems, processes and strategies within the clinical departments
- Work collaboratively with the Nursing Workforce Unit Allocation team to ensure supplementary staffing requests are actioned in line with legislative nursing ratio requirements, while taking into consideration patient care requirements and staffing capabilities ensuring effective utilisation of resources
- Responsible for the management of the allocation and sourcing of supplementary staff outside the operating hours of the Nursing Workforce Unit Allocation team.
- Provide a comprehensive hand-over and shift report to Austin Health Executive and senior leadership team at the conclusion of each shift

Support of Systems

- Ensure appropriate emergency management as the primary point of contact out of hours for emergency response to internal and external crises
- Perform the role of the Hospital Commander as part of the Hospital Incident Management Team in the event of an Emergency out of hours until the on-call Executive Director arrives
- Communicate effectively across all areas and develop effective relationships with internal and external stakeholders
- Effectively manage risk and critical incidents within the Riskman framework
- Support, guide and assist staff in the investigation of clinical and non-clinical incidents ensuring appropriate action is taken, relevant personnel are notified and documentation is completed
- Actively involved in matters relating to Occupational Health and Safety and ensure safety standards in the workplace are adhered to
- Actively participate in relevant committees, portfolios and projects, attend relevant meetings, and prepare and submit reports as required

Professional Leadership

- As the Senior Nursing professional and clinical leader, role-model exemplary professional practice and conduct in line with Austin Health's Code of Conduct policies and procedures and the Australian Nursing and Midwifery Council Code of conduct for Nurses in Australia
- Provide leadership and management to all areas after hours with an emphasis on continual improvement, risk management and the provision of high quality patient care

Education

- Encourages and supports nurses to aspire to best contemporary nursing practice by promoting and facilitating a learning environment that encourages and supports the professional development of all staff.
- Mentors less experienced colleagues and facilitates the induction and orientation of new staff
- Actively engaged with Succession Planning

Research

- Promotes the link between research, education and practice
- 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 optimise health outcomes for the community

Selection criteria

Essential skills and experience:

- Extensive clinical and management experience
- Knowledge and understanding of the Nurses Enterprise Bargaining Agreement and legislative safe patient care ratios
- Advanced interpersonal and communication skills
- Demonstrated ability to work collaboratively with a wide range of professional groups
- Highly developed analytical and problem-solving skills and the ability to work in high pressured environment
- Commitment to quality, best practice and environmental safety
- Sound understanding of information technology and the operating systems utilised at Austin Health.

Desirable but not essential:

- Post Graduate Qualification in Nursing or equivalent

Professional qualifications and registration requirements

- Registered Nurse, registered with the Nursing and Midwifery Board of Australia

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.