

Position Description

Associate Nurse Unit Manager – Peri-Anaesthesia

Classification:	YW11/YW12
Business unit/department:	Division of Surgery, Anaesthesia & Procedural Medicine – Anaesthesia, Perioperative and CSSD 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:	Fixed Term Full-Time or Part-Time
Hours per week:	47.5 (Multiple positions available)
Reports to:	Nurse Unit Manager – Recovery Nursing
Direct reports:	0
Financial management:	Budget: NA
Date:	September 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 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.

The ANUM is responsible for ensuring the delivery of evidence-based nursing care that meets professional, organisational, legal and ethical standards to optimise health outcomes for the community. The role undertakes this by providing effective oversight of the daily operations of the department, and uses their clinical expertise to provide guidance, direction, supervision, and supportive professional development. In conjunction with the NUM, the ANUM will assist in timely patient access and facilitating patient flow. The ANUM is responsible for fostering a positive team culture, a safe working environment and the effective utilisation of

financial resources, whilst supporting the NUM to drive change and implement continuous service improvements.

About the Directorate/Division/Department

The Peri-operative Service provides a broad range of elective and acute surgical procedures including Liver and Renal transplant and Cardiac surgery with the acute service for emergency surgery available 24 hours per day, 7 days per week. Elective Surgery operates Monday – Friday only.

Other specialities include; Neurosurgery, Orthopaedics, Plastics, Vascular, Thoracics, Urology, ENT, Paediatrics, General surgery, Radiology and Endoscopy services.

The Anaesthesia and Recovery Nursing Department (Perianaesthesia) at Austin Health provides a comprehensive and professional service for patients admitted for elective or emergency procedures requiring general, regional and/or local Anaesthesia. It provides services across multiple locations including the Austin Operating Suite (AOS), Endoscopy, Radiology, PET/MRI, CT, Endoscopy, Cath Lab, and occasionally ICU, CCU, ECHO Lab and Emergency Department.

The Anaesthesia & Recovery Nursing Department promotes a culture that aims to deliver quality patient care. Perianaesthesia nursing staff are encouraged to value lifelong learning and as such are provided with time for education and professional development. The Austin Hospital Operating Suite has a strong commitment to professional development and staff education.

Position responsibilities

Comprehensive Care

- Facilitate daily patient flow and coordinate timely, safe and effective nursing care delivery.
- Ensure the department delivers high-quality, patient-centred care that meets professional, organisational, legal and ethical standards.
- Provide expert clinical knowledge, support, escalation management, role modelling and teaching to point of care nurses.
- Act as a mentor/preceptor and support staff to develop assessment, planning and clinical reasoning skills.
- Coordinate comprehensive care priorities, including assessment, discharge planning and goals of care in partnership with patients and the multidisciplinary team.
- Identify priorities in complex or unstable situations and seek expert advice when required.
- Lead effective handover, clinical huddles and structured review processes to evaluate care delivery and maintain continuity of care.
- Liaise with the floor coordinator to manage surgical and procedural schedules and support patient access and flow.
- Demonstrate competence at intermediate level, working towards expert within the relevant Specialty Practice matrix via ATLAS.

Support of Systems



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- Support the NUM and represent the goals of the Austin Operating Suite and Surgery, Anaesthesia and Procedural Medicine (SAPM) Division.
- Support staff to understand and apply Austin Health, Austin Nursing and NSQHSS strategic priorities in clinical practice.
- Lead local quality improvement, clinical audit and PDSA activities to address practice gaps and improve care outcomes.
- Contribute to guidelines, procedures, workplace safety audits and clinical champion portfolios as required.
- Report audit and improvement outcomes to the NUM/Manager and present findings to colleagues.
- Support reliable documentation of clinical findings and patient access activities in Austin Health systems.
- Maintain safe work practices by identifying hazards, reporting incidents and documenting corrective or preventative actions.
- Apply advanced knowledge of anaesthesia equipment and liaise with biomedical engineering regarding servicing and maintenance.

Education

- Engage in ongoing professional development using reflective practice, education planning and a professional practice portfolio.
- Demonstrate initiative in seeking learning opportunities and maintaining clinical knowledge and skills.
- Contribute to the education and professional development of staff at ward/unit level.
- Provide timely, specific, supportive and reflective feedback to others.
- Support staff portfolios and use data to guide practice improvement.
- Participate in local networks and forums to share knowledge and build collegial support.
- Orientate new, casual and undergraduate staff to the workplace.

Research and Innovation

- Apply sound knowledge of research evidence relevant to area of practice.
- Promote and facilitate evidence-based care within the local area.
- Identify best practice evidence to address gaps in nursing practice.
- Create, participate in and support development of evidence-based guidelines.
- Contribute to local research and quality improvement activities, including methodology selection and data analysis.



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Professional Leadership

- Provide clinical leadership within the Perianaesthesia service, using the NMBA Decision Making Framework to guide clinical oversight.
- Demonstrate effective communication, active listening, self-awareness and adaptable leadership.
- Foster positive engagement, collaboration and accountability within the nursing team.
- Support staff to meet expected standards of behaviour, manage priorities and develop leadership capability.
- Support the NUM to communicate a positive vision for change and implement change processes.
- Allocate staff appropriately to meet workload demands, acuity, development needs and skill mix.
- Liaise with key stakeholders to deliver integrated, multidisciplinary care.
- Recognise and celebrate others' contributions and represent the goals and philosophy of the service.

Selection criteria

Essential skills and experience:

- Clinical experience in anaesthesia and recovery nursing
- Understanding of anaesthesia equipment and troubleshooting abilities
- Demonstrated understanding of the management responsibilities of an ANUM
- Demonstrated commitment to quality, best practice and environmental safety
- Demonstrated knowledge of legal and ethical requirements
- Demonstrated knowledge of professional standards
- Ability to communicate effectively in both written and verbal form
- Patient/customer focused approach to care delivery
- Demonstrated leadership ability

Desirable but not essential:

- Ability to initiate and manage projects/portfolios
- Ability to maintain budget management initiatives
- Knowledge and management of industrial issues
- Demonstrated experience in managing quality initiatives
- Relevant computer skills, e.g. Surginet, Kronos, HWS, Riskman, Cerner, Medtrak, Scanned Medical Records, Oracle.



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- 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.
- Demonstrated ability to lead, support and involve staff in change processes
- Experience in conducting PRDs with staff.
- Advanced interpersonal skills
- Ability to identify opportunities for process redesign and support staff in the implementation of redesign projects

Professional qualifications and registration requirements

- Registered Nurse, Division 1, Australian Health Practitioner Regulation Agency (AHPRA)
- Graduate Qualification in Perioperative 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.

People Management Roles are required to:

- 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
- Assist with management and maintenance of unit budgets and specific portfolios:
- Ensure day-to-day management of staff and resources meet the requirements of the NUM, the department and professional bodies.



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- Portfolios are efficiently and effectively maintained, reported on and evaluated.
- Advanced knowledge of rostering to comply with the nursing award and requirements of department.

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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