

Position Description

Associate Nurse Unit Manager (ANUM)

Classification:	Associate Nurse Unit Manager
Business unit/department:	Adolescent Inpatient Unit (AIPU)
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:	Victorian Public Mental Health Service Enterprise Agreement 2025 - 2028
Employment type:	Part-Time
Hours per week:	32
Reports to:	Business - Nurse Unit Manager (NUM) Professional - Chief Nursing Officer
Direct reports:	N/A
Financial management:	Budget: NIL
Date:	03 June 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.

They are responsible for 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. 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 Mental Health Division provides care and services through a comprehensive range of teams to meet the needs of mental health consumers and carers throughout Victoria. Services are located across Austin Health campuses and in the community.

All mental health services work within a clinical framework that promotes recovery-oriented practice and supported decision making. This approach to client wellbeing builds on the strengths of the individual working in partnership with their treating team. It encompasses the principles of self-determination and individualised treatment and care.

In 2016, the Victorian Government introduced the Safewards model throughout all public mental health services. It is designed to create a safe and supportive environment; to improve therapeutic relationships and increase the potential for collaboration between staff and consumers. Austin Health is committed to the Safewards model through ongoing education and resourcing. All mental health clinicians are expected to have a sound understanding of the model and its application in clinical practice.

The Adolescent Inpatient Unit (AIPU) is a 24-hour acute inpatient unit which aims to provide short-term, multidisciplinary, safe and recovery focused assessment and/or inpatient treatment for adolescents (Age 13 - 17). This occurs in a least restrictive manner when they cannot be treated and/or assessed safely and effectively within the community. Care aims to be responsive to the young person and their family/carer's needs and requirements and build on and strengthen their community support systems.

Position responsibilities

Direct Clinical Care:

- Act as clinical mentor/preceptor to entry to practice/ nursing students.
- Document comprehensive care priorities including discharge planning that is aligned with goals of care and patient assessment information.
- Actively participate with the multidisciplinary team, and in partnership with patient, to plan and adapt care according to their goals of care and work towards optimum discharge plan.
- Utilise and interpret patient assessment information to inform ongoing treatment and discharge planning.
- Communicate goals of care within the wider multidisciplinary team, ensuring optimum discharge planning is achieved.
- 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.



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- Provide clinical expertise and advocacy to the patient/family in the ongoing management, adaptation, and delivery of goals of care, within scope of practice.
- Identify key priorities to be addressed within complex/unstable situations.
- Recognise scope and limitations of practice and seek advice from other experts where required.
- Demonstrate clinical reasoning and a comprehensive understanding of abnormal trends and patient conditions in complex situations
- Escalate abnormal findings and participate in clinical decision making with multidisciplinary team.
- Provide clinical leadership in structured review, clinical huddle, and handover processes to evaluate patient care delivery.
- Provide expertise in management of complex situations and generate alternative course of action.
- 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.
- Actively participate in multidisciplinary team handover and huddles
- Demonstrate competence at intermediate level, working towards expert within relevant Specialty Practice matrix via ATLAS.

Education:

- Contribute to the education and development of other nurses at ward/unit level, as appropriate, to own role and level of experience.
- Offer feedback to others that is specific, supportive, and non-judgmental.
- Participate in professional development activities within clinical environment such as involvement in ward/unit portfolios.
- Maintain professional practice portfolio to reflect development of knowledge and skills over time.
- Increase scope of practice by participating in core competencies relevant to specialty practice.
- Identify opportunities for educational resources/ strategies to assist in delivery of bedside teaching.

Research:

- 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 strategic priorities.



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- Support others to understand the Austin Nursing Vision : Austin nurses working alongside Austin Nurses 24/7 to deliver reliable, safe, person-centred care.
- 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.

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 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.

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



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Selection criteria

Essential skills and experience:

- A commitment to Austin Health values
- Knowledge of the Mental Health and Wellbeing Act 2022 and other relevant legislation
- A patient focused approach to care
- 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
- Ability to work autonomously and within a multidisciplinary environment
- Relevant Post- Graduate qualification in Psychiatric / Mental Health Nursing or equivalent.
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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.
- Relevant Master qualification in Psychiatric / Mental Health Nursing or equivalent.

Professional qualifications and registration requirements

Registered Nurse Division 1 (General) 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.



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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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