

Position Description

Position Title: ASSOCIATE NURSE UNIT MANAGER

Classification:	Associate Nurse Unit Manager
Business unit/department:	Access, Planned Procedures & Endoscopy Services
Work location:	Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" 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 or Part-Time
Hours per week:	Negotiable
Reports to:	Nurse Unit Manager
Direct reports:	N/A
Financial management:	Budget: N/A
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.

Austin Health is one of Victoria's largest health care providers. Comprising of the Austin Hospital, Heidelberg Repatriation Hospital, Royal Talbot Rehabilitation, Hospital in the Home and community-based health services; Austin Health is an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

Austin Health employs nearly 9,000 staff across its sites; including over 1,600 doctors, 3,000 nurses and 1,000 therapy & science Allied Health staff and delivers a full range of leading edge clinical services, including several state-wide services (liver transplant, spinal cord injury service, respiratory support service, child inpatient mental health service). In total, Austin Health provides over 900 beds, including mental health, aged-care and rehabilitation beds and a range of community and in the home services. The current annual operating budget is in excess of \$960 million.

Austin Health delivers vital state-wide services to all Victorians, including to diverse multicultural and veteran communities. It also provides community and specialty services to the people of Melbourne's north-eastern corridor in a safety-focused, team-oriented and stimulating work

environment.

Austin Health's current vision is to change healthcare for the better through world class research, education and exceptional patient care.

Our values define who we are, shape our culture and the behaviours, practices and mindset of our people. Our values are: Our actions show we care; we bring our best, together we achieve and we shape the future. www.austin.org.au/about-us

Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability and strive to develop further. Find more at <http://www.austin.org.au>

Position purpose

The Associate Nurse Unit Manager (ANUM) is recognised as a leader of the nursing team who models the core values of Austin Health through effective leadership and management of the clinical nursing and support staff within The Surgery Centre.

The ANUM is 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 Surgery Centre

The Surgery Centre at Austin Health provides a comprehensive and professional service for patients admitted for elective procedures. The Surgery Centre (TSC) is located at the Repatriation Hospital and comprises 8 Operating Rooms, 2 Endoscopy rooms, Procedure room, 12 bay Recovery Room and an inpatient unit consisting of 32 available overnight beds and 21 space Day Surgery capacity (Satellite). The Ward area at TSC is operational over 7 days per week, 24 hours per day.

Approximately 12,000 surgical and endoscopic procedures are undertaken per annum at TSC. Surgical specialities include; Orthopaedics, Plastics, Vascular, Urology, ENT, Paediatrics, General surgery, Gynaecology, MFS etc.

TSC has a strong commitment to professional development and education of staff. Our philosophy is to provide a welcoming environment where the emphasis is on providing quality and effective care for our patients in a supportive and nurturing environment

Position responsibilities

Role Specific:

In accordance with the Nursing and Midwifery Board of Australia approved Standards for Practice for



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the Registered Nurse 2016, position accountabilities for the Registered Nurse described below. Comprehensive detail of the Standards is available at <http://www.nursingmidwiferyboard.gov.au>

Delivering High Quality Patient Care

- Continuously reviews existing practices and policies according to evidence-based practice to minimise adverse patient outcomes
- Contributes to creating a team environment, which promotes a positive culture, opportunity for learning and development, safety and welfare of employees and fosters innovation in practice that results in a high level of staff satisfaction, high staff retention rates and low absenteeism

Key Performance Indicators:

- Delivers high quality patient care
- Undertakes reviews of existing practice, local policies and procedures to ensure best practice outcomes.
- Assists with ensuring that all local policies and procedures are current and up to date
- Assists the NUM to communicate a positive vision for change and supports others through the change process

Effective and Responsible use of Resources

- Identifies costs in accordance with emerging service needs.
- Collaboratively supports the NUM to explain financial implications of business decisions to staff. Identifies cost effective and efficient approaches to managing resources.

Key Performance Indicators:

- Actively supports the effective management of the department's budget within targets and timelines.
- Identifies cost effective and efficient approaches to managing resources.
- Demonstrates an understanding of the impact of financial decisions on the broader organisation.

Critical Thinking and Decision Making

- Displays an ability to analyse situations and make appropriate decisions in a timely manner that meets the needs of patients, staff and organisation.
- Gathers sufficient information to make informed decisions.

Key Performance Indicators:

- Actively participates and contributes to the analysis of workplace issues, to gain understanding of their root cause.
- Contributes positively to leadership team discussions to assist the NUM to make well-informed decisions.
- Addresses critical factors when making complex decisions.
- Demonstrates an ability to make effective decisions within an agreed specified time.

Interpersonal Communication, Influence and Leadership

- Communicates information and expectations in a way that builds effective and collaborative working relationships with others.
- Communicates clearly and concisely with impact.
- Effectively deals with challenging behaviours and the resolution of conflicts.
- Assist the NUM to ensure that information is available to all staff by utilising a wide range and appropriate modes of communication.
- Demonstrates leadership in situations demanding action.
- Maintains a professional demeanor and serves as a role model for all nursing staff. Assists the NUM to create a climate where self-development and improvement is valued.
- Undertakes not to reveal to any person or entity any confidential information relating to



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patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of Austin Health without prior authority of the Chief Executive Officer

Key Performance Indicators:

- Acts as a nursing leader demonstrating and modelling exemplary professional conduct.
- Assists the NUM to ensure correct understanding of the message, and reframes message as needed.
- Demonstrates integrity by building trust and mutual respect between self, colleagues and stakeholders.
- Shares knowledge and information with the team.

Managing Performance

- Provides expert clinical knowledge and direction to ensure that clinical standards, policies and procedures promote a patient focused model of care
- Acts as a role model for staff, setting and clearly communicating clinical and behavioural expectations.
- Provides timely performance feedback, coaching and guidance when needed in accordance with the performance management policy.
- Under the direction of the NUM, assists to ensure all staff complete an annual performance review and development.
- Assists to provide nursing staff with professional development opportunities for learning and education.
- Under the direction of the NUM, assists with the human resources requirements at a unit level including daily staffing, rostering and attendance management
- Assists the NUM to implement strategies to retain staff including, positive recognition, and comprehensive orientation, building a cohesive team culture, coaching and mentoring and providing learning opportunities.
- As part of the leadership team, contributes to ensuring a high level of work quality by assisting to develop, implement and monitor quality improvement activities within the department/ward, in accordance with Austin Health Policies as varied from time to time.

Key Performance Indicators:

- Intervenes in a timely manner if values are breached in the workplace.
- Provides timely performance feedback, coaching and guidance as needed.
- Actively promotes and fosters high performance by identifying new professional and learning challenges for staff.
- Maintains current knowledge and credentialing as a department Fire Warden.

Planning and Priority Setting

- Works collaboratively with all departments to develop the systems, processes and projects required to support the organisations strategic direction.
- Assists the NUM to identify opportunities for process redesign and supports staff in the implementation of redesign projects and activities.
- Actively participates in interdisciplinary committees and working parties locally and organisation wide as required.

Key Performance Indicators:

- Actively assists the NUM to implement projects, processes and systems
- Manages own time efficiently and effectively in line with key priorities for the unit
- Actively participates in committees and projects that contribute to the organisations objectives and disseminates outcomes/key issues to unit staff



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Quality, Safety & Risk Orientation

- Promotes and ensures a safe and healthy workplace for staff and patients.
- Is actively involved in matters relating to Occupational Health and Safety and ensures safety standards in the workplace are met.
- Ensure safe work practices and environment in accordance with Austin Health Policies.
- Ensure that Incident management systems are appropriately applied and assists the NUM to ensure that a systematic response to local issues and performance improvement occurs.
- Participates in the emergency incident response activities, as defined within the Emergency Response Manual, as and when required, at the direction of management

Key Performance Indicators:

- Consistently delivers a high-quality service.
- Proactively reports any systems and safety non-compliance and assists to implement remedial action plans.
- Continually seeks ways to improve systems and procedures.
- Works with the NUM and completes any portfolio or other set work to a high standard.
- Promotes and ensures a safe and healthy workplace through assisting with regular audits, incident reviews and implements recommendations.

Self-Management (Emotional Intelligence)

- Demonstrates a positive attitude to the agreed role and responsibility of position. Maintains and updates own professional development portfolio to demonstrate an ongoing commitment to learning and best practice.
- Adapts working style as appropriate to achieve effective outcomes.
- Invites and assimilates feedback from others by active participation in own performance review process.

Key Performance Indicators

- Reflects on practice in line with Austin Health values and applies these when interacting with others.
- Recognises and understands own emotions and reactions to situations.
- Appropriately and effectively articulates feelings and opinions.
- Perceives and understands the emotions of others.
- Maintains resilience through stressful situations.
- Actively engages in ongoing self-development.
- Abides by Austin Health corporate policies and practices.

People Management Roles:

- Ensure clear accountability for quality and safety within the department
- Ensure incident management systems are applied and a response to local issues and improvement in performance occurs; ensure the risk management system is functional
- Be aware of and comply with the core education, training and development policy.

Selection criteria

Essential skills and experience:

- Registered Nurse, Division 1 with at least four years suitable surgical experience.
- Patient/customer focused approach to care delivery
- Critical thinking skills and the ability to work autonomously.
- Open, flexible & innovative
- Advanced interpersonal skills
- Commitment to quality, best practice and environmental safety



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- Ability to communicate effectively in both written and verbal form
- Ability to solve problems in a variety of situations
- Ability to work effectively within a multidisciplinary environment.
- Satisfactory Police and Working with Children Checks.

Desirable but not essential:

- A sound understanding of information technology including clinical systems and applications relevant to the Management of rostering and risk management reporting or as required for the role and/or department.
- Ability to initiate and manage projects / portfolios
- Ability to maintain budget management initiatives
- Knowledge and management of industrial issues

Professional qualifications and registration requirements

- Registered Nurse registered with the Nursing and Midwifery Board of Australia
- Current AHPRA registration

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.



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- 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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