

Position Description

Associate Nurse Unit Manager

Classification:	YW11/12
Business unit/department:	Ward 6 West - Neurosurgery; Vascular and Ear Nose & Throat
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
Employment type:	Part-Time
Hours per week:	32
Reports to:	Business - Nurse Unit Manager (NUM) Professional - Chief Nursing Officer
Direct reports:	0
Financial management:	Budget NA
Date:	June 2026

Position Purpose

The Associate Nurse Unit Manager is recognized as a clinical leader within the nursing team. The role forms part of the 6 West 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 within the ward.

She/ he is responsible to ensuring the delivery of evidence based nursing care that meets professional; organizational; legal and ethical standards in order to optimize 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 utilization of financial resources, whilst supporting the NUM to drive change and implement continuous service improvements.

About the Directorate/Division/Department

The Neurosurgery, Vascular and ENT Unit is a 28 bed acute inpatient facility, with a 4 bed High Dependency Unit caring for patients undergoing all aspects of neurosurgery including neurovascular; neuro-endocrine; neuro-oncology; epilepsy and spinal surgery. It incorporates vascular surgical beds and we also care for Ear Nose and Throat and Faciomaxillary surgical patients. We boast supportive, experienced staff and an affiliated post graduate neuroscience course that ensures abundant opportunities for professional and clinical development.

Position responsibilities

Role Specific:

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

Direct Clinical Care:

- Act as mentor to point of care nursing staff.
- 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 utilization and interpretation of assessment information.
- Provide expert clinical knowledge to point of care nurses through communication, modelling, and teaching.
- 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.
- Recognize 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



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Practice matrix via ATLAS.

Education

- Actively engage and contribute to the education and professional development of self and others at ward/unit level.
- Offer feedback to others which is specific, supportive, non-judgmental, timely and reflective.
- Demonstrate use of a variety of educational strategies including reflective practice to further own professional development.
- Utilise and maintain professional practice portfolio to plan for future continuing education, professional development and employment goals for self and others.
- Support and lead staff with ward/unit portfolios, utilizing data driven approach to practice improvement.
- Demonstrate self-initiative in undertaking further educational opportunities.
- Lead/participate in local networks and forums to share and extend professional knowledge and build collegial support.

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 integrate strategic priorities into clinical practice.
- Support others to understand the Austin Nursing Vision: Austin nurses working alongside Austin Nurses 24/7 to deliver reliable, safe, person-centered 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



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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 behavior 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.

All Employees:

- Comply with Austin Health [policies & procedures](#) as amended from time to time.
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments.
- Maintain a safe working environment for yourself, colleagues, and members of the public. Escalate concerns regarding safety, quality, and risk to the appropriate staff member, if unable to rectify yourself
- Comply with the principals of patient centered care.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by management.

People Management Roles:

- Maintain an understanding of individual responsibility for safety, quality & risk and actively contribute to organizational 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 Knowledge and skills:

- A commitment to Austin Health values
- 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

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.
- Previous experience in the role of Associate Nurse Unit Manager
- Post Graduate Qualification in Neuroscience; Diabetes management or wound care.

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).



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- 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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