

Position Description

Associate Nurse Unit Manager

Classification:	YW11-YW12
Business unit/department:	Ward 7 East – Acute General Medicine
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:	Full-Time or Part-Time
Hours per week:	30-40hrs (FT includes ADO)
Reports to:	Nurse Unit Manager – Ward 7 East
Direct reports:	
Financial management:	Budget: 2EFT
Date:	November 2025

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

Help manage and are responsible for the day-to-day provision of patient care & discharge planning, staff management and ensuring standards meet professional, organisation, legal and ethical requirements. You also perform the duties of this position efficiently to the standards of the department, including participating in the Austin Health performance review & development program.

About Ward 7 East

This position is located on Ward 7 East is a very busy 32-bed Acute General Medical ward belonging to the Medical and Cancer Service Division. We treat patients with a variety of different medical conditions including patients with mental health issues. We specialise in caring for the elderly and cognitively diverse behaviours. We strive to prevent/manage patients in a delirium which reduces falls risk for our patients.

7 East has a new General Medical structure which consists of six medical units supported by the Elizabeth Austin Registrar. 7E is the home base for General Medical units 3A and 3B. The ward also treats patients admitted under H&M/Clinical Pharmacology/Toxicology and Mental Health.

7 East Mission Statement:

7 East is committed to providing the highest level of Quality Care for all Patients through Compassion, Respect, and Outstanding Leadership in the field of Specialist Medical Nursing.

Position responsibilities

Role Specific:

1. Ensure **confidentiality** by undertaking not to reveal to any person or entity of any confidential information relating to patients and employees, policies, processes and dealings including making public statements relating to the affairs of Austin Health without prior authority of the Chief Executive Officer.
2. To encourage and support a philosophy of care which is **patient focused**. Where care is integrated from pre-admission to post-discharge. With the involvement of the patient & family in the treatment and discharge plan which include:
 - Strategies are in place to monitor and evaluate patient care.
 - Responsibility is assumed for planning and coordination of patient transfer/discharge in collaboration with the multidisciplinary team.
3. Ensure **patient care standards** meet professional, organisation, legal and ethical requirements:
 - Standards and protocols for patient care are current, known and accessible to staff.
 - Continuity of care is maintained by appropriate handover of patient condition.
 - Specific patient care needs are met, including psychosocial support and multicultural needs.
4. Assume a **clinical leadership** role. Providing expert advice, guidance and support:
 - Clinical knowledge and skills are maintained
 - Staff is appropriately allocated to meet workload demands.
 - New/casual/undergraduate staff are orientated to the workplace.
 - Liaison with key stakeholders to ensure that patient care is delivered through an integrated, multidisciplinary approach.
 - Ensure National Standards are maintained
5. Assume responsibility for the quality of service provided to patients:
 - Problems with the service are promptly addressed.
 - Initiate and participate in the development of innovative policies and procedures.
 - to develop and maintain positive working relationships with other wards/departments throughout Austin Health.
6. 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 Division, and professional bodies.
 - Portfolios are efficiently and effectively maintained, reported on, and evaluated.
7. Maintain safe work practices and environment by actively reducing hazards, reporting accidents/incidents, following, and promoting the AUSTIN HEALTH principles and actively promoting accident prevention:
 - Incidents are monitored and appropriately reported and preventative action taken.
 - In-service sessions, Ward Study Day, Warden Training, and all mandatory learning is attended to.
 - Relevant knowledge exists to safely care for patients undergoing all treatments and procedures.
8. To be a conduit through which information is disseminated to staff:
 - Performance issues are communicated and discussed with the NUM.



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- Be able to manage staff conflict and inform the NUM of staff issues that arise in the workplace.
- Participate in relevant committees, meetings and projects and help with quality improvement in the local area and Austin Health.
- Staff performance, review & development (PRD's) plans are reviewed yearly with allocated staff.
- Teamwork is enhanced through timely and appropriate communication.
- Deputise for the NUM in his/her absence.
- Prepare and submit reports as required.
- Assist and promote staff education and professional development.

All Employees:

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on Pulse.
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks.
- Comply with the Code of Conduct.

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 performance improvement 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:

- A commitment to Austin Health values: Our Actions Show We Care; We Bring Our Best; Together We Achieve and We Shape the Future.
- Demonstrated understanding of the management responsibilities of an ANUM & obtains leadership quality.
- Commitment to quality, best practice, and environmental safety (OH&S)
- Ability to communicate effectively in both written and verbal form.
- Commitment to further self-development, professional development and education.
- Demonstrated ability to work within a multidisciplinary team
- Demonstrated ability to problem solve
- Team focused
- Well-developed interpersonal skills
- Commitment to provide education & support to all new staff, undergraduates & graduate
- 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.

Desirable but not essential:

- Knowledge of legal and ethical requirements
- Patient/customer approach to care delivery
- Willingness to assist as requested in other wards/units



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Professional qualifications and registration requirements

- Registered Nurse, Division 1 (General) Nurses Board of Victoria
- Substantial clinical experience in this area of specialty (General Medicine)
- At least **six years** nursing experience
- Has performed in the Clinical Nurse Specialist role (CNS)
- Be flexible with the roster and work rotating shifts (D/E/N) as required.

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.



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