

# Austin Health Position Description



## Position Title: Associate Nurse Unit Manager

Classification:	Associate Nurse Unit Manager – RPN Grade 3
Business Unit/ Department:	Mary Guthrie House – Neuropsychiatry Unit Specialty Services Directorate, Mental Health Division
Work location:	Royal Talbot Rehabilitation Centre, Kew
Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2020 - 2024
Employment Type:	Full-Time
Hours per week:	40hrs with ADO
Reports to:	Nurse Unit Manager
Direct Reports:	Nil
Financial management:	Budget: Nil
Date:	Jan 2025

## About Austin Health

Austin Health is recognised for high-quality, person-centred care. We're renowned for our specialist work in cancer, transplantation, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health and rehabilitation.

We're the largest Victorian provider of training for specialist physicians and surgeons, and internationally recognised as a centre of excellence in hospital-based research.

Our services are delivered to patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#).

## Commitment to Gender Equality

Austin Health is committed to gender equality in the workplace. In developing our [Gender Equality Action Plan](#) we have been guided by the gender equality principles set out in the Gender Equality Act 2020 (Vic). We believe that everyone should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect, and fairness.

## Position Purpose

The Associate Nurse Unit Manager (ANUM) is recognised as a clinical leader within the nursing team. The role forms part of the **Mary Guthrie House** leadership team and works as a delegate of the Nurse Unit Manager (NUM) to model recovery-oriented practice and the core values of Austin Health through effective leadership and management of the clinical nursing team.

The ANUM is responsible for ensuring the delivery of evidence-based nursing care that meets professional, organisational, legal and ethical standards to optimise outcomes for the consumers, families and carers. The ANUM provides effective oversight of the daily operations of the department, and uses clinical expertise to provide guidance, direction, supervision and supportive professional development to the nursing team.

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 Mary Guthrie House

### Mental Health Division

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 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 consumer 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.

### Mary Guthrie House – Neuropsychiatry Unit

Mary Guthrie House (also known as the Brain Disorders Unit) is a unique, multi-component neuropsychiatry unit located at the Royal Talbot Rehabilitation Centre in Kew.

This state-wide service specialises in providing individualised, slow stream recovery support to adults with an Acquired Brain Injury (ABI) or neurodegenerative condition, and associated mental illness, including responsive behaviours. The unit has a neuropsychiatric rehabilitation focus, working collaboratively with consumers to improve and maintain functional independence and to live their best life, as they define it.

Mary Guthrie House comprises of:

#### Heath Unit

A 10 bed secure neuropsychiatric assessment unit providing specialised multidisciplinary assessment, consultation and recommendations for appropriate recovery pathways with supported discharge planning, in collaboration with consumers, families and carers.

## **Wattle Protea Unit**

A 20 bed neuropsychiatric recovery program, providing slow stream, rehabilitation focussed recovery support; working collaboratively with consumers, families, and carers towards supported discharge to long term community accommodation.

## **Purpose and Accountabilities**

### **Role Specific:**

#### **Delivering High Quality Patient Care**

- Continuously reviews existing practices and policies according to contemporary clinical frameworks and evidence-based practice
- Contributes to creating a team environment, which promotes a positive culture, opportunity for learning and development, safety 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 consumer 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 consumers, families and carers, staff and the 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.
- Assists 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 demeanour 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 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 consumer-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 a 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

### **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 your 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.

### **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 by following organisational safety, quality & 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 centred care.
- Comply with requirements of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- 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 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

## **Selection Criteria**

### **Essential Knowledge and skills:**

- Registered Nurse with current AHPRA (Australian Health Practitioner Regulation Agency) registration
- Completion of post graduate qualification in mental health nursing.
- Substantial clinical experience in mental health nursing, including at least 3 years nursing experience
- Demonstrated knowledge of Professional Standards – Nursing and Midwifery Board of Australia
- Demonstrated leadership ability, with a clear understanding of managerial responsibilities.
- Demonstrated knowledge of recovery-oriented practice.
- Knowledge of the Victorian Mental Health Act 2014 and other relevant legislation.
- Consumer, family and carer approach to nursing care delivery
- Demonstrated knowledge of Trauma Informed Care Principles
- Demonstrated ability to use clinical information systems
- Ability to communicate effectively in both written and verbal form
- Ability to problem solve in a variety of complex situations
- Ability to clinically lead a dynamic team which works effectively within a multidisciplinary environment
- Ability to assist and support the implementation of quality and change management initiatives and clinical projects.

**Desirable but not essential:**

- Previous experience in an ANUM position or clinical education

## General Information

### Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

### Equal Opportunity Employer

We welcome applications from Aboriginal and Torres Strait Islander people. For any support throughout the recruitment process or further information about working at Austin Health, please follow this link to Aboriginal Employment on our [website](#)

## Document Review Agreement

<b>Manager Signature</b>	
<b>Employee Signature</b>	
<b>Date</b>	