

Position Description

Manager of Nursing Education – Mental Health – Senior Mental Health Nurse

Classification:	NP61 – RPN Grade 6
Business unit/department:	Mental Health Division
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☒ Other ☐ (please specify)
Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2024-2028
	Choose an item.
	Choose an item.
Employment type:	Full-Time
Hours per week:	40 hours (With ADO)
Reports to:	Director of Nursing – Mental Health Division
Direct reports:	10 EFT
Date:	11.08.2026

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 Manager of Nursing Education - Mental Health (MH) is a senior mental health nurse who has a thorough knowledge of the mental health nursing profession and has considerable proficiency in implementing and assessing the delivery of mental health nursing education programs. The Manager of Nursing Education - MH will be an expert in contemporary mental health nursing education, including evidenced based learning models and contemporary professional frameworks. They will use their expertise, experience, and knowledge to ensure that the mental health nursing workforce is equipped for future workforce demands by providing education and training programs that are evidence based, and responsive to the workforce needs. This senior nursing position will be committed and passionate about ensuring that entry to practice and undergraduate nursing programs meet professional practice standards in a way that provides education, training, and professional and operational support to allow early career mental health nurses to thrive in their clinical settings.

The Manager of Nursing Education – Mental Health holds operational management of the Mental Health Nursing Education Training Team (MHNETT), including recruitment, leave management, performance review and management. This team is currently a team of approximately 10 EFT of RPN 3, 4 and 5 clinicians, with capacity for growth into the future to support new entry to practice programs and educational support of the future mental health nursing workforce.

About the 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 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 consumer wellbeing builds on the strengths of the individual working in partnership with their treating team. It encompasses the principles of self-determination and individualized treatment and care.

The Mental Health Division includes:

- Adult and Older Adult Mental Health Services
- Infant, Child and Youth Mental Health Services and,
- Mental Health Specialty Services.

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Position responsibilities

Comprehensive Care

- Lead mental health nursing care that aligns with evidenced based and contemporary nursing frameworks
- Understand the mental health nursing requirements for the organisation and ensure that entry to practice nursing programs and undergraduate programs meet the needs of the organisation
- Ensures a high level of contemporary nursing practice including developing and ensuring adherence to a quality improvement cycle with sound evaluation and service improvement outcomes
- Leads safe work practices and environment in accordance with Austin Health policies and required legislation
- Leads and supports nursing care that is delivered in a manner that is developmentally appropriate and is responsive to cultural and individual belief systems



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- Provides expert clinical knowledge and direction to ensure that clinical standards, policies and procedures are aligned with contemporary nursing frameworks, and that these principles are embedded in all nursing education programs
- Effectively engage and work with lived experience consumer and carer advocates and representatives to enhance the knowledge, attitudes, and skills of those within the division
- Lead, teach and role model a high standard of documentation and data entry in a timely and efficient manner
- Ensures mental health nursing education aligns with contemporary nursing practice frameworks, the National Safety and Quality Health Service (NSQHS) Standards, as well as with feedback and direction from the Office of the Chief Mental Health Nurse (CMHN), Office of the Chief Psychiatrist Victoria (OCP).
- Ensures that early career workforce has appropriate professional and operational supports to allow them to thrive in their clinical environment

Support of Systems

- Work collaboratively with the Director of Nursing – Mental Health (DON – MH) to ensure early career nursing programs are effectively supported, and to monitor and evaluate these programs.
- Work collaboratively with all departments as requested by the DON-MH to ensure nursing education structures support the strategic direction of nursing and the MHD.
- Actively participate in interdisciplinary committees and working parties locally and organisation wide as required
- Is an active member of the Nursing Advisory Committee, and the nursing leadership team
- Will take a leadership role in applying for and using grants to develop and build the nursing workforce in consultation with the DON-MH
- Identifies cost-effective and efficient approaches to managing resources and creating sustainable workforce growth
- Appropriately uses and understands information and communication systems that support the effective and efficient clinical and administrative operation of the position
- Works to maintain and develop excellent working relationships with external stakeholders
- Represent mental health nursing workforce agenda on appropriate National Safety and Quality Health Service Standards-related committees
- Works in collaboration with Nurse Unit Managers (NUMs) to support performance concerns for graduate, post-graduate and transition nurses, and to support and assist in the monitoring and implementation of any health or safety improvements for this workforce
- Remain abreast of current and predicted workforce challenges and formulate proactive strategies to address recruitment and retention needs for the nursing workforce, with particular focus to early career positions
- Uses clinical information systems to inform decision making and service improvement outcomes
- Has oversight of early career nurse clinical placements and works with Divisional Managers, Nurse Unit Managers, and other stakeholders to ensure sound workforce growth



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Education

- Role model the ongoing professional development of self, and encourage responsibility for self-directed learning around maintaining contemporary evidence-based practice
- Educate MH Nursing leaders to utilise and understand systems that support professional and workforce development. This includes promoting and contributing to a strong understanding of workforce data and trends with a view to using this data to inform operational change management
- Leads and seeks opportunity to embed evidence-based practice into clinical care through education, utilising systems, training and developing and re-writing policy in line with contemporary practice changes
- Assist in the development of, and lead, the delivery of a learning framework within the MHD that aligns with the nursing Professional Practice Framework and contemporary nursing practice
- Initiate and lead key projects and the development, implementation and review of innovative mental health educational processes and programs
- Initiate and lead reviews into the quality and effectiveness of the mental health nursing graduate program, post-graduate program and transition nursing program, and any other entry to practice nursing programs that may be initiated.
- Encourage an active learning culture/environment in which competencies of staff are maintained and improved consistent with current nursing knowledge and mental health service reform

Professional Leadership

- Actively contributes to enhancing a positive culture as part of the nursing executive team
- Creates a team environment which promotes an opportunity for learning and development, which respects collaboration and innovation in practice
- Act as a role model and leader for mental health nurses by demonstrating strong professional leadership, and integrity
- Demonstrates a sound understanding of, and commitment to, Austin Health values and applies these when interacting with or leading others
- Lead in a way that results in high levels of staff satisfaction, high staff retention rates
- Initiate and lead new projects in conjunction with the DON -MH and other senior nurses
- Coordinate communication strategies when appropriate regarding new or expanded services or roles, or other change initiatives
- Develop and maintain a high level of professional relationships with key internal and external stakeholders
- Elicit and record clear concise briefing documentation to and from stakeholders
- Display an ability to analyse situations and make appropriate decisions in a timely manner that meets the needs of consumers, staff and the organisation.
- Build position descriptions that align with the future impacts on the nursing workforce
- Manage conflict resolution in a way that promotes effective and high functioning teams



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- Has a strong awareness of co-design principles and ensures that the lived experience workforce (both internal and external) is involved in service review and delivery
- Communicates a positive vision for change and supports others through the change process
- Work collaboratively with the multidisciplinary leadership team to enact change that is effectively aligned across all disciplines
- Advocates for growth in the mental health nursing workforce based on clinical and workforce requirements, considering needs and capacity of clinical environments
- Foster strong working partnerships with tertiary and vocational bodies involved in nurse education and research

Research and Innovation

- Identifies opportunities for process redesign and leads and supports other staff in the implementation of redesign projects and activities
- Identifies areas that require improvement through observation, audits, incident reviews, and staff feedback.
- Supports and collaborates with relevant area leaders or managers to implement improvement initiatives accordingly.
- Leads and actively participate in research, encourages others to participate in research and implements findings into clinical practice.
- Demonstrates a capacity to undertake/support nursing research, publication of work, and public presentation within the local, national, and international healthcare community.
- Builds a strong relationship with the Nursing Research Fellow for Austin Health
- Works closely with mental health nursing doctoral or thesis candidates, and ensures systems support the work of these candidates

Selection criteria

Essential skills and experience:

- Registered Nurse, Nursing & Midwifery Board of Australia
- Substantial clinical and/or managerial experience in Mental Health
- A sound understanding of information technology including clinical systems, applications (Microsoft Office, search engines, research databases etc.)
- Ability to communicate effectively (nonverbally, in writing and verbally)
- Ability to implement, lead and support change
- Demonstrated knowledge of the Safer Care Victoria frameworks, the Safewards model, and experience in reducing restrictive interventions
- Thorough knowledge of the National Safety and Quality in Health Care Standards
- A current Working with Children Check – no restrictions
- A current Victorian Drivers' license – no restrictions

Desirable but not essential:

- Demonstrate a working knowledge of the Victorian Public Mental Health care system and resource allocation
- Membership of relevant clinical specialist organisations



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- Demonstrated capacity to undertake/support nursing research, publication, and public presentation.

Professional qualifications and registration requirements

Mandatory Qualifications

- Registered Nurse, Nursing & Midwifery Board of Australia
- Has completed, or is currently completing a relevant Masters Qualification in Mental Health Nursing or equivalent
- A current Working with Children Check – no restrictions
- A current Victorian Drivers' license – no restrictions

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.



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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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