

Position Description

Manager Clinical Nursing Education Department

Classification:	Registered Nurse Grade 6 (ZG1/ZG2)
Business unit/department:	Clinical Nursing Education Department (Clinical Education Unit)
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input checked="" type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Employment type:	Full-Time
Hours per week:	40
Reports to:	Director, Clinical Education Unit
Direct reports:	6
Financial management:	Budget: 7 million
Date:	April 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 role provides operational leadership and strategic oversight of the Clinical Nursing Education team. Ensuring the development and delivery of high-quality education initiatives that build and sustain the clinical capability of the nursing workforce. Working in alignment with the Director of the Clinical Education Unit (CEU) and the broader CEU strategic plan, the position leads the design, implementation and evaluation of education strategies that reflect organisational priorities, contemporary evidence and the appropriate regulatory and professional frameworks that govern nursing practice and clinical learning. It plays a key role in shaping an effective, well governed and supportive learning environment across the organisation, through strong collaboration, innovation and disciplined operational management.

About the Clinical Nursing Education Department (as part of the Clinical Education Unit)

The Clinical Education Unit is responsible for the governance, coordination and strategic oversight of clinical education across Austin Health. The unit encompasses several key portfolios including Allied Health Education, Nursing Education, the Library, the Simulation Centre, the Clinical Schools, Learning Management Systems and the Deteriorating Patient portfolio. Together these portfolios contribute to an integrated and well governed educational environment that supports workforce capability, aligns with relevant professional and regulatory frameworks and promotes high quality patient care.

Clinical Nursing Education provides Austin Health with contemporary, evidence based clinical education programs that are aligned with organisational priorities and the evolving needs of the nursing workforce. Education is delivered by the Nursing Education team through an interprofessional, collaborative and person centred approach that draws on a wide range of effective teaching and learning methodologies.

The Manager of Clinical Nursing Education is a senior member of the CEU leadership team and an active contributor to Austin Health's nursing executive. The role is accountable for the operational planning, delivery and evaluation of nursing education in partnership with key stakeholders. It requires extensive collaboration, the adoption of innovative educational practices and engagement in research and quality improvement initiatives to ensure nursing practice and capability is continually strengthened and patient outcomes are optimised. The role is responsible for the continued evolution of nursing education and the reputation of this throughout the organisation.

Position responsibilities

DIRECT CLINICAL CARE

- Foster an engaging and supportive learning environment that enables nursing staff to maintain and advance their clinical competence.
- Ensure nursing education programs are well governed, high quality and responsive to the evolving needs of the workforce.
- Identify risks, monitor performance and lead quality improvement initiatives that strengthen education delivery and support safe, high quality patient care via relevant committees, dashboards and reporting processes.
- Support incident management processes, risk mitigation activities and adherence to quality and safety systems within the unit.
- Ensure compliance with mandatory training requirements and support completion of role specific training for clinical staff.

EDUCATION

- Provide expert leadership and operational oversight of the Nursing Education team, ensuring clear direction, coordinated activity and effective team performance.
- Lead the development, implementation and evaluation of nursing education plans in alignment with organisational priorities and in partnership with the Director Clinical Education Unit and senior leaders.
- Act as a content expert in nursing education, ensuring programs are contemporary, evidence informed and aligned with relevant professional, regulatory and organisational frameworks.



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- Foster an engaging and supportive learning environment that enables nursing staff to maintain and advance their clinical competence.
- Promote and implement innovative education approaches including simulation, digital learning, interprofessional education and flexible delivery models.
- Maintain constructive partnerships with Higher Education and Vocational Education providers to support effective student pathways and workforce development.
- Provide leadership, coaching and performance development for Nursing Education Coordinators and their teams.
- Contribute to educational research and project work that advances educational practice and improves patient outcomes.
- Actively engage with EMR Education and Change Manger to align education services across both clinical and digital education teams.

RESEARCH

- Act as a content expert in nursing education, ensuring programs are contemporary, evidence informed and aligned with relevant professional, regulatory and organisational frameworks.
- Contribute to educational research and project work that advances educational practice and improves patient outcomes and research capability of the department and the nursing profession.
- Develop, review and maintain policies and procedures that reflect best practice and contemporary evidence.
- Prepare high quality reports and analysis to support effective governance, planning and decision making.

SUPPORT OF SYSTEMS

- Lead the development, implementation and evaluation of nursing education plans, including digital education strategies, in alignment with organisational priorities and in partnership with the Director Clinical Education Unit and senior leaders.
- Build strong relationships across Clinical Education Unit portfolios, clinical leaders, digital health team and organisational stakeholders to ensure alignment and optimise interprofessional learning opportunities.
- Represent Clinical Nursing Education on relevant committees, ensuring nursing education requirements are clearly articulated and embedded in organisational decision making.
- Identify risks, monitor performance and lead quality improvement initiatives that strengthen education delivery and support safe, high quality patient care via relevant committees, dashboards and reporting processes.
- Develop, review and maintain policies and procedures that reflect best practice and contemporary evidence.
- Manage budgetary, human and physical resources responsibly and in collaboration with the Director Clinical Education Unit.
- Prepare high quality reports and analysis to support effective governance, planning and decision making.
- Support incident management processes, risk mitigation activities and adherence to quality and safety systems within the unit.



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- Ensure compliance with mandatory training requirements and support completion of role specific training for clinical staff.
- Contribute to departmental workforce planning, performance reviews and development processes.
- Support and strengthen the ongoing digital capability of nursing staff by integrating digital education throughout nursing education and professional development activities.

PROFESSIONAL LEADERSHIP

- Provide expert leadership and operational oversight of the Nursing Education team, ensuring clear direction, coordinated activity and effective team performance.
- Build strong relationships across Clinical Education Unit portfolios, clinical leaders and organisational stakeholders to ensure alignment and optimise interprofessional learning opportunities.
- Maintain constructive partnerships with Higher Education and Vocational Education providers to support effective student pathways and workforce development.
- Represent Clinical Nursing Education on relevant committees and provide expert advice to the nursing executive, ensuring nursing education requirements are clearly articulated, embedded in organisational decision making, and aligned with Chief Nursing Officer's strategic priorities.
- Provide leadership, coaching and performance development for Nursing Education Coordinators and their teams.
- Uphold organisational policies, professional standards, confidentiality requirements and Austin Health values.
- Contribute to departmental workforce planning, performance reviews and development processes.
- Cover and support the Director Clinical Education Unit role and other education leadership team members and nursing executive as required.

Selection criteria

Essential skills and experience:

- Previous experience in education leadership role
- A commitment to Austin Health values
- High level of integrity, honesty and commitment
- Innovative and lateral thinking
- High level of self-awareness and emotional intelligence
- Solution orientated
- Flexibility and adaptability
- Self- motivation
- Proven advanced interpersonal, communication (written, verbal and computer), liaison and negotiation skills
- Highly developed analytical thinking, report writing and project management skills



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- Demonstrated significant experience in leading the development and delivery of contemporary teaching and learning practices within a complex and supportive environment
- Demonstrated leadership capacity to effectively lead change and work collaboratively with a wide range of stakeholders across all levels
- Ability to work effectively in a team environment, across multiple discipline settings
- Expert knowledge of the regulatory frameworks which govern nursing practice and education
- Demonstrated collaboration with relevant governing, regulatory and professional bodies
- Comprehensive understanding and experience in delivering proactive education initiatives for nursing workforce challenges within a tertiary teaching hospital
- The ability to work within a business paradigm, think strategically and be open to creative and innovative ways of thinking
- Demonstrated experience in the development of strategically aligned annual educational plans that articulate agreed activities, targets, resource allocation and monitoring processes
- Proven understanding of quality and risk models/frameworks and ability to develop a safe and improvement focused environment

Professional qualifications and registration requirements

- Registered Nurse (General) registered with AHPRA
- Relevant Master qualification in education, health, leadership, management or equivalent
- Member of appropriate relevant professional bodies

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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