

Position Description

Nurse Unit Manager – Radiation Oncology

Classification:	Nurse Manager 3
Business unit/department:	Radiation Oncology, Medical & Cancer Services
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☐
Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Employment type:	Full-Time Fixed Term
Hours per week:	38 + ADO
Reports to:	Operations Manager, Radiation Oncology
Direct reports:	12
Financial management:	Budget: Yes
Date:	September 2026

Austin Health acknowledges the Traditional Custodians of the land on which Austin Health operates, 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 Nurse Unit Manager is recognised as the leader of the nursing team who models the core values of Austin Health through effective leadership and management of the clinical nursing and support staff within Austin Health's Radiation Oncology Department. The role is responsible for ensuring the delivery of evidence-based nursing care that meets professional, organisational, legal and ethical standards in order to optimise health outcomes for the community. The Nurse Unit Manager is responsible for fostering a positive culture, driving change, a safe working environment and the effective utilisation of financial resources within a cycle of continuous service improvement.

About the Directorate/Division/Department

Medical & Cancer Services

The Medical and Cancer Services Division is one of six divisions within the Chief Operations Officer Directorate of Austin Health. The Division's clinical services operate across all three Austin Health campuses and Ballarat Health Services (BHS) within the Ballarat Regional Integrated Cancer Centre (BRICC) and comprise a complex range of national, state-wide organisational wide and specialty clinical services.

- Clinical Pharmacology
- Nephrology
- General Medicine
- Paediatrics
- Dermatology
- Oncology
- Haematology
- Palliative Care
- Genetic Services
- Neurosciences
- Endocrinology
- Rheumatology
- Infectious Diseases and Infection Prevention & Control
- Respiratory and Sleep Medicine
- Radiation Oncology
- Day Oncology & Apheresis
- Cancer Clinical Trials
- Wellness & Supportive Care
- Victorian Spinal Cord Service

Inpatient wards within the Medical & Cancer Services Division also include:

6 South (Oncology), 7 South (Haematology), 8 South (Palliative Care), 2 West (Paediatrics), 5 West (Respiratory Medicine), 7 North (Renal), 7 East and 7 West (General Medicine), 3 North (Spinal) and 6 East (Neuro/Stroke/Epilepsy).

Radiation Oncology Overview

Austin Health is one of four health service 'hubs' in Victoria which operate radiotherapy services. Austin Health operates two radiation oncology centres in Victoria under the State Governments hub and spoke model. The metro hub is based at the Olivia Newton-John Cancer Wellness & Research Centre (ONJ Centre) in Heidelberg and the Ballarat Austin Radiation Oncology Centre (BAROC) is housed in the Ballarat Regional Integrated Cancer Centre (BRICC). Both centres provide multi-disciplinary care including both nursing and allied health services, innovative and progressive approaches to treatment underpinned by the guiding principle of patient centred care and wellness for all patients.

The multi-disciplinary teams at both sites are committed to excellence in practice and care. Staff undertake a range of professional development activities, are involved in research trials and liaise and consult with a wide range of specialists and health care professionals to ensure the care offered is at the leading edge of technology. The equipment at both sites is state-of-the-art, and the treatment options available ensure every disease site is treated according to best practice.

Over the past 10 years, the service has experienced significant growth, with major investments in capital equipment and human resources. During this time, the Radiation Oncology Department has welcomed the addition of the Magnetic Resonance Imaging (MRI) Simulator and MRI Linear Accelerator to its fleet. Additionally, further investment is underway for two new linear accelerators, with advanced stereotactic capacity, and surface guided radiotherapy system.

Along with these service developments, there has been significant growth in staff numbers, particularly at the ONJCWC with the introduction of the MRI Linac Radiotherapy State Based Referral Program. The service has 5 Conventional Linacs, MR Linear Accelerator, 3 CT Simulators, MR Simulator, 3 Superficial radiotherapy units and a Nucletron HDR after loader. brachytherapy. The service is fully developed in IMRT and IGRT and multimodality imaging. The service is committed to expanding its capability and developing future technological modalities.

Austin Radiation Oncology employs over 170 staff across all its sites.



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Position responsibilities

Role Specific:

Achieving Results, Innovation & Driving Change to Deliver High Quality Patient Care

- Continuously reviews existing practices and policies according to evidence-based practice to minimise adverse patient outcomes
- Creates a team environment, which promotes a positive culture, opportunity for learning and development, safety and welfare of employees and fosters innovation in practice that results in a high level of staff satisfaction, high staff retention rates and low absenteeism
- Demonstrates a capacity to undertake/support nursing research, publication of work and public presentation within the local, national and international healthcare community

Key Performance Indicators

- Delivers high quality patient care
- Undertakes reviews of existing practice, local policies and procedures to ensure best practice outcomes with all local policies and procedures being current and up to date
- Communicates a positive vision for change and supports others through the change process
- Proactively identifies new opportunities and addresses barriers to change
- Ensures that at least 1 literature review/conference presentation/journal article per year is completed within the unit

Business & Financial Acumen

- Accountable for the preparation, monitoring, delivering and evaluation of unit budgets.
- Identifies costs in accordance with emerging service needs
- Explains financial implications of business decisions to staff
- Identifies cost effective and efficient approaches to managing resources.
- Uses financial data to develop strategies and plans

Key Performance Indicators

- Analyses and interprets financial activity and data to inform decisions and recommendations
- Develops and manages budgets effectively within targets and timelines
- Identifies cost effective and efficient approaches to managing resources
- Provides financial reports to manager as required, which includes identifying financial /activity variance and implements a remedial action plan
- Understands 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 patients, staff and organization
- Gathers sufficient information to make informed decisions



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Key Performance Indicators

- Uses analysis tools to accurately determine the root cause of workplace issues
- Consults widely and considers the opinions and perspectives of others before making 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,
- Ensures 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
- Creates 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
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Key Performance Indicators

- Provides nursing leadership demonstrating and modelling exemplary professional conduct
- Seeks input from others 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 patient 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
- Ensure all staff complete an annual performance review and development.
- Provides nursing staff with professional development opportunities for learning and education



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- Supports and actively participates in nursing research and implements findings into clinical nursing practice
- Responsible for human resources requirements at a unit level including recruitment and selection, daily staffing, leave management, rostering and attendance management
- Implement strategies to retain staff including, positive recognition, and comprehensive orientation, building a cohesive team culture, coaching and mentoring and providing learning opportunities
- Ensure a high level of work quality, 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

- Direct reports have a current Austin Health Performance Review and Development (PRD) plan
- Manages direct reports in a direct and timely manner
- 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

Planning and Priority Setting

- Ensures a high level of work quality, develops, implements and monitors quality improvement activities within the department/ward
- Works collaboratively with all departments to develop the systems, processes and projects required to support the organisations strategic direction
- Identifies opportunities for process redesign and to support staff in the implementation of redesign projects and activities
- Uses clinical information systems to inform decision making and evaluate outcome.
- Actively participates in interdisciplinary committees and working parties locally and organisation wide as required.

Key Performance Indicators

- Is constantly evaluating the environment, benchmarking with like services to ensure the unit is a leader in clinical care
- Proactively develops and sets priorities for the unit that are achievable and deliverable in agreed timeframes
- Manages own time efficiently and effectively in line with key priorities for the unit
- Actively participants in committees and projects that contribute to the organisations objectives and disseminates outcomes/key issues to unit staff



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Quality, Safety & Risk Orientation

- Promotes and ensures a safe and healthy workplace for staff and patients
- Identifies areas that require improvement through observation, audits, incidents and staff feedback and implements improvement initiatives accordingly
- Develops a Quality and Business Plan for the unit in accordance with the National Safety and Quality Standards
- Investigates complaints in a timely, responsive manner and implements strategies to limit reoccurrence of identified complaint
- Is actively involved in matters relating to Occupational Health and Safety and ensures safety standards in the workplace are met
- Ensures all staff completes all mandatory training within set timeframes
- Develops and monitors return to work plans for staff on Work Care
- Ensure safe work practices and environment in accordance with Austin Health Policies
- Ensure that Incident Management Systems are appropriately applied and 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
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Key Performance Indicators

- Consistently delivers high quality service
- Completes a departmental strategic Quality and Business Plan that is aligned with organisational strategic direction by the specified date
- Proactively reports any systems and safety non-compliance and implements remedial plans
- Continually seeks ways to improve systems and procedures
- Promotes and ensures a safe and healthy workplace through 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 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 applies these when interacting with others
- Recognises and understands own emotions and reactions to situations
- Appropriately and effectively articulates feelings and emotions of others
- Maintains resilience through stressful situations
- Actively engages in ongoing self-development



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Selection criteria

Essential skills and experience:

- Registered Nurse: registered with the Nursing and Midwifery Board of Australia.
- Relevant Post-Graduate Qualification in Nursing or equivalent
- Substantial clinical experience in area of speciality
- Previous management experience
- Patient-centred approach to evidence based care delivery
- Demonstrated knowledge of professional standards
- Knowledge of legal and ethical requirements
- Ability to implement budget management processes
- Demonstrated ability to use clinical information systems
- Demonstrated leadership ability
- Demonstrated experience in Human Resource Management
- Commitment to quality, best practice and environmental safety
- Ability to communicate effectively in both written and verbal form
- Ability to problem solve in a variety of complex situations
- Ability to build a dynamic team which works effectively within a multidisciplinary environment
- Ability to implement, lead and support change
- Ability to initiate and manage clinical projects
- 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.
- A commitment to Austin Health values: Our actions show we care, we bring our best, together we achieve, we shape the future.
- Be an active participant of a relevant clinical specialist organisation.

Desirable but not essential:

- Familiarity with implementation of new radiation therapy technologies or techniques, and associated training and risk frameworks
- Experience leading or contributing to service redesign, infrastructure planning, or digital health projects.
- A health service management or business management qualification or working towards same
- Change management experience

Professional qualifications and registration requirements

- Registered Nurse Division 1 (General) registered with the Nursing and Midwifery Board of Australia
- Relevant Post-Graduate Qualification in Nursing, Management or equivalent, (or working towards)



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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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