

Position Description

Associate Nurse Unit Manager RPN3 (ANUM)

Classification:	Associate Nurse Unit Manager Y1-Y2 (Parental Leave Cover)
Business unit/department:	Transition Support Unit, Specialty Services Directorate, Mental Health Division
Work location:	Heidelberg Repatriation Hospital ☑
Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2020-2024
Employment type:	Fixed-Term Part-Time Parental Leave Cover
Hours per week:	32
Reports to:	Operational – Nurse Unit Manager (NUM) Professional – Senior Nurse (Mental Health)
Direct reports:	N/A
Financial management:	Budget: Nil
Date:	July, 2025

Position purpose

The Associate Nurse Unit Manager (ANUM) is recognised as a clinical leader within the nursing team. The role forms part of the TSU leadership group and works as a delegate of the Nurse Unit Manager (NUM) to model the core values of Austin Health through effective leadership and management of the clinical nursing and support staff.

As an ANUM in TSU, your responsibility is to ensure the delivery of consumer-focused, strengths-based nursing care within the context of a multidisciplinary team approach. In conjunction with the Nurse Unit Manager, you will ensure the provision of quality psychiatric nursing through effective staff management and clinical leadership. You will facilitate and promote a team approach and assist with and promote staff education and development.

The ANUM is an experienced clinician who will nurse in accordance with Recovery Oriented Practice, Trauma Informed Care, and the Safewards Model. In utilizing a recovery approach, you will communicate using recovery language, promoting hope, and fostering the individual's self-determination, strengths, and goals. The ANUM will escalate to senior staff all relevant incidents and occurrences both during business hours and in the after-hour period; consistent with escalation policies and procedures and a commitment to the least restrictive model of care.

About the Directorate/Division/Department

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 client 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.

In 2016, the Victorian Government introduced the Safewards model throughout all public mental health services. It is designed to create a safe and supportive environment; to improve therapeutic relationships and increase the potential for collaboration between staff and consumers. Austin Health is committed to the Safewards model through ongoing education and resourcing. All mental health clinicians are expected to have a sound understanding of the model and its application in clinical practice

Transition Support Unit (TSU):

A purpose-built 7-bed state-wide facility for persons with Mental Illness and cognitive or learning difficulties requiring medium/long term (6 months – 2 years) supported residential rehabilitation. TSU provides “step-up” clinical support for consumers from the community and in some cases, a “step-down” option for consumers from inpatient services.

The primary aims of the Austin Health TSU are to:

Improve mental health outcomes, behaviour management, social skills, and recovery of people with complex care needs who require medium/long-term residential care and would benefit from a therapeutic support and recovery focused model of care but do not require an intensive clinical environment

Provide a progressive transitional environment for clients assisting them in re-integrating as far as possible back into the community after achieving their recovery and rehabilitation goals.

Promote greater awareness in this area of disability and contribute to the development of evidence-based management treatments and strategies.

Position responsibilities

Direct Clinical Care

- Act as mentor and role model to point of care nursing staff, setting and clearly communicating clinical and behavioural expectations.
- Provide expert clinical knowledge and direction to ensure that clinical standards, policies and procedures promote a consumer-focused model of care.
- Display an ability to analyse situations and make appropriate decisions in a timely manner that meets the needs of patients, staff and organisation.
- Continuously reviews existing practices and policies according to evidence-based practice to minimise adverse consumer outcomes.
- Lead others to develop skills in utilisation and interpretation of assessment information.
- Provide expert clinical knowledge to point of care nurses through communication, modelling, and teaching.
- Provide clinical expertise and effective advocacy to the patient/family in the ongoing management, adaptation, and delivery of goals of care, within scope of practice.
- Demonstrate clinical reasoning and a comprehensive understanding of abnormal trends and consumer conditions in complex situations.



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- Lead local continuous quality improvement to ensure care remains safe, contemporary, and effective.
- Lead nursing team through an effective handover process and evaluate handover processes occurring at point of care.
- Demonstrated knowledge of, and commitment to, the Recovery Oriented Practice, Trauma Informed Care, Safewards Model and collaborative clinical practice

Education

- Actively engage and contribute to the education and professional development of self and others at ward/unit level.
- Offer feedback to others which is specific, supportive, nonjudgmental, timely and reflective.
- Demonstrate use of a variety of educational strategies including reflective practice to further their own professional development
- Utilise and maintain a professional practice portfolio to plan for future continuing education, professional development and employment goals for self and others.
- Support and lead staff with ward/unit portfolios, utilising data driven approaches to practice improvement.
- Demonstrate self-initiative in undertaking further educational opportunities.
- Lead/participate in local networks and forums to share and extend professional knowledge and build collegial support.

Research

- Demonstrate sound knowledge of research evidence related to area of practice.
- Promote and facilitate evidence-based care in local area.
- Create, participate, and support others in the development of evidence-based guidelines.
- Identify best practice research to address gaps in nursing practice.
- Participate in research activity under direction/ supervision.
- Contribute to local research activities including selecting appropriate research methodology, and data analysis strategies.

Support of Systems

- Support others to understand the Austin Health vision and integrate strategic priorities into clinical practice.
- Collaboratively supports the NUM to explain financial implications of business decisions to staff. Identifies cost effective and efficient approaches to managing resources.
- Support others to understand the National Safety and Quality Health Service Standards (NSQHSS) and the implications for practice.
- Actively participate in role as NSQHSS clinical champion with specified portfolio for local level.
- Contribute to new or revised guidelines or procedures relevant to their local clinical area.
- Lead quality improvement initiatives to address identified gaps at the local level.
- Identify practice gaps and implement projects based on clinical audit methodology and PDSA cycle.
- Understand clinical audit and practice improvement initiatives and results at local level.
- Provides reports to NUM/ Manager on audit results and deliver presentations to colleagues.
- Contribute to workplace safety audits.
- Act as a resource to support staff to document all clinical findings and patient access activities consistently and reliably into Austin Health paper-based systems and clinical application systems.



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Professional Leadership

- Provide clinical leadership within nursing teams and utilise Nursing and Midwifery Board of Australia (NMBA) Decision Making Framework to provide clinical oversight of others.
- Utilise effective communication and leadership styles.
- Begin to develop good self-awareness and self-management and adjust your own style in different circumstances.
- Demonstrate good self-awareness and adapt to changing situations.
- Use active listening techniques to explore and understand the views and ideas of others.
- Support others to meet Austin Health's expected standards of behaviour and develop their leadership capability.
- Move between different leadership and communication styles depending on circumstances.
- Seek formal and informal education opportunities on developing their leadership.
- Participate in formal post-graduate study in leadership/ strategy/ change management.
- Support staff to manage priorities and actively assist in managing ward/ unit workload.
- Demonstrate a commitment to deliver sustainable, excellent performance and accountability within the local context.
- Seek opportunities to celebrate others' contributions and achievements in the local context.
- Lead the nursing team to achieve healthcare goals.
- Support others to work autonomously within scope of practice.

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. Escalate concerns regarding safety, quality, and risk to the appropriate staff member, if unable to rectify yourself
- Comply with the principals of patient centered care.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by management.
- A commitment to Austin Health values
- Demonstrated knowledge of professional standards.
- Demonstrated ability to use clinical information systems.
- Knowledge of legal and ethical requirements.
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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.
- Be aware of and comply with the core education, training and development policy.



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Selection criteria

Essential skills and experience:

- Knowledge of the Mental Health and Wellbeing Act 2022; the Disability Act (2006); and other relevant legislation.
- Demonstrated knowledge of, and commitment to, Recovery Oriented practice, Trauma Informed Care, Safewards model, and collaborative clinical practice.
- Minimum of two years' clinical experience in area of speciality.
- A patient focused approach to care including contemporary theories and techniques of practice that underlies mental health care and management of behaviours of concern.
- Demonstrated leadership ability, with a clear understanding of the managerial responsibilities of the ANUM role.
- Consumer-centred approach to evidence-based care delivery
- Demonstrated knowledge of professional standards
- Knowledge of legal and ethical requirements
- Demonstrated ability to use clinical information systems
- Commitment to quality, best practice, and environmental safety
- A positive approach to on-going education and skill development
- A flexible, innovative team-oriented approach to service delivery
- A positive approach to change and diversity
- 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
- 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.
- Ability to identify opportunities for process redesign and to support/ coach staff in the implementation of redesign projects and activities.

Desirable but not essential:

- Experience in working in Disability Services
- Ability to support and maintain budget management processes
- A current Working with Children Check – no restrictions
- Hold a Victorian Driver's license – no restrictions

Professional qualifications and registration requirements

- Registered Nurse registered with the Nursing and Midwifery Board of Australia (NMBA).
- Relevant Post-Graduate Qualification in Psychiatric/Mental Health Nursing or equivalent



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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 the 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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