



**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

**Associate Nurse Unit Manager
(ANUM)**



THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria’s first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we’ve moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We’re here when it matters most, and we’ll continue to be the first to speak out for our diverse community’s wellbeing.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At The RMH we’re inspired by our vision of Advancing health for everyone, every day. While we’re each going about our different roles, we’re united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

- Be a great place to work and a great place to receive care
- Grow our Home First approach
- Realise the potential of the Melbourne Biomedical Precinct
- Become a digital health service
- Strive for sustainability



Position Description

Position Title:	Associate Nurse Unit Manager (ANUM)
Service:	Home First, Ambulatory and Complex Care Service
Location:	The RMH Royal Park
Reports To:	Nurse Unit Manager
Enterprise Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024–2028
Classification:	YW11 – YW12
Employment Status:	Ongoing / Fixed Term
Immunisation Risk Category:	Category A
Date of Review:	March 2026

POSITION SUMMARY

As an Associate Nurse Unit Manager (ANUM) you are pivotal to the multi-disciplinary health care team who strive to deliver excellent care to patients and their families/carers. You understand the importance of providing nursing practice which focuses on the best possible outcomes for your patients. Your interactions with patients, visitors and colleagues are guided by the organisation's values of putting *People First* and *Leading with Kindness* in an environment which continuously identifies opportunities for improving the quality of patient care and *Excellence Together*.

The ANUM fulfils the roles and responsibilities of the registered nurse, demonstrating expert specialist clinical knowledge and skills whilst assuming a prominent management focus within the ward/unit. The ANUM is an integral member of the department management team, assisting the NUM in the course of their duties to ensure efficient operation of the clinical environment.

- Manages the nursing and related resources available to the department
 - Sets the clinical standards to achieve a high quality of nursing care
 - Fosters and maintains a working environment which provides professional development and job satisfaction for all staff
 - Assumes the responsibilities and authority of the NUM in their absence
 - Demonstrates sound knowledge of the administrative operation of the department
 - Involved in the delivery of direct patient care, as required to support nursing team
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KEY ACCOUNTABILITIES

Professional

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Work a rotating roster – this includes early shifts, late shifts, night shift and weekend shifts.

Patient Care Delivery

- Assume the responsibilities of the Nurse Unit Manager, maintaining professional and operational standards out of hours.
- Provide and ensure a high standard of safe, timely, effective and person-centre nursing care to patients. This includes through nursing patient and risk assessments, care planning and delivery of care.
- Ensures nursing interventions and procedures are performed in accordance with The Royal Melbourne Hospital policy and procedures.
- Ensure all appropriate care and shift documentation is completed by nursing staff.
- Manages, coordinates, delegates, and supervises staff rostered each shift.
- Allocates patients to staff based on ward skill mix. Ensures staff safety is maintained throughout the shift and escalates concerns as necessary.
- Promotes patient advocacy, health promotion and education.
- Escalates and report risks and actively work towards implementing risk reduction strategies with Nurse Unit Manager, OH&S rep, OVA and Quality improvement consultant.
- Demonstrate a commitment to the achievement of ward and organisational KPIs; discharging patients before 10am, and 12pm, falls and pressure injury prevention, medication safety, patient/ consumer experience.
- Provides effective delegation and supervision to Enrolled Nurses and Health Assistants in Nursing, working within the team
- Communicates effectively with Rehabilitation Ward stakeholders; Home First, Ambulatory and Complex Care Services Leadership, After Hours Hospital Managers, Patient Flow and Access Coordinators, Allied Health, Pharmacy, Medical Units and support services

Progression of Care

- Assume responsibility for overarching daily ward access and flow
- Work collaboratively with the multidisciplinary team to support patient care delivery and progression, including achievement of timely discharges and KPIs
- Ensure Patient Journey Board is up to date and reflects real time as per patient care plan; progression of care, estimated discharge date and next destination. Understands the importance of this workflow to facilitate safe, timely, effective, person centred care.
- Coordinate timely admissions from city campus and external health facilities. Understands the impact of patient transfer delays on patient safety and patient flow throughout RMH.
- Leads ward Progression of Care Huddles, facilitating open and progression of care focussed dialogue between the multidisciplinary team
- With patient's consent, coordinate timely referrals to other health care providers such as RMH @ Home acute and sub-acute, Post Acute Care, Transitional Care Programs and other external providers.
- Work collaboratively with the Progression of Care Navigator – HFACCs to ensure all patient's care and discharge plans are progressing

Leadership and Management

- Create a psychologically safe work environment where everyone feels safe to speak up.
- Creates a welcoming, respectful, and supportive environment for all staff, including new, pool and casual staff and undergraduate, graduate and postgraduate nurses who are allocated to the ward, through orientation and regular check-ins.
- Ensure direct reports receive regular feedback, including through leading annual discussions.
- Supports the professional development of all staff, including new, pool and casual staff allocated to the area.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Ensures accuracy of electronic rosters are maintained to ensure the ward is adequately and appropriately staffed shift by shift and for payroll purposes
- Be aware of the financial requirements of the department and demonstrates an awareness of cost-effective nursing practice.
- Ensure the vision, purpose and values of the organisation is understood and integrated into daily practice.
- Actively participates in a ward portfolio as designated by Nurse Unit Manager, ward education sessions, committees, special projects, relevant professional groups.



KEY RELATIONSHIPS

Internal

- Nurse Unit Manager
- Associate Nurse Unit Managers (peer group)_
- Progression of Care Navigator
- Registered nurses and Enrolled nurses
- Health Assistants in Nursing
- Nursing Education Department
- Medical and Allied Health staff in ward/unit
- Administration staff in ward/unit
- Support Services staff
- Deputy Director of Nursing and Operators, HFACC Service
- Director of Nursing and Operators, HFACC Service
- General Manager
- RMH Wards
- Patient Flow and Access Coordinators
- After Hours Hospital Managers

External

- Parkville Precinct Partners
 - External health care providers
 - Community Health Care Providers
 - Patients/ Consumers
 - Families of consumers
 - Carers of consumers
 - External Transport Services
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KEY SELECTION CRITERIA

- Formal Qualifications:
 - Registered Nurses:
 - Registration as a Registered Nurse under the Australian Health Practitioner Regulation National Law Act (2009) with the Nursing and Midwifery Board of Australia.
 - Valid Working with Children's Check (WWCC)
 - Essential:
 - Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
 - Demonstrated ability to practise collaboratively as part of a multidisciplinary health care team
 - Demonstrated ability to manage a team
 - Demonstrated provision of high-quality patient care
 - Developed assessment, clinical reasoning, problem solving and prioritisation skills
 - High motivation and willingness to learn
 - Excellent communication and interpersonal skills
 - High level of reliability and professional conduct
 - Minimum 3 years acute post registration experience
 - Experience using an electronic medical record
 - Desirable:
 - Postgraduate qualifications in management and/or clinical area of expertise, or working towards

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
 - Achievement of portfolio specific KPI targets
 - Participation in and satisfactory feedback through the annual performance review process
 - Ability to maintain a safe working environment and ensure compliance with legislative requirements
 - Ability to operate within allocated budget (if required).
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AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

OUR COMMITMENT:

- **Equity, Inclusion, Belonging and Safety**
 - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
 - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
 - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
 - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
 - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

Date
