



**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)**

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.

Advancing health for everyone, every day.

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.

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1. Clinical Leadership & Patient Care

- Provides clinical leadership and acts as a role model for nursing staff in the delivery of safe, high quality, patient centred care.
- Maintains oversight of patient acuity and care requirements, ensuring appropriate allocation of staff and resources.
- Acts as an expert clinical resource and escalation point for nursing staff.
- Supports clinical decision-making and coordinates timely responses to deteriorating patients and operational challenges.
- Ensures nursing practice aligns with evidence-based standards, organisation policies and professional requirements.

- Coordinates the day-to-day operational requirements of the AMU ward.
- Allocates nursing resources according to patient acuity, skill mix and services requirements.
- Facilitates patient admissions, transfers and discharges to optimise patient flow and access to the AMU treatment spaces.
- Works collaboratively with the AMU leadership team, Medical services division, other wards, the DCC and Emergency Department to support organisational access targets.
- Contributes to workforce planning and manages staffing requirements within allocated resources.

- Provides day-to-day leadership, coordination and supervision of nursing staff within the AMU ward
- Manages staff on a shift-to-shift basis, ensuring appropriate skill mix, workload allocation and safe staffing levels to meet patient care requirements.
- Supports and develops staff through coaching, mentoring, performance feedback and role modelling of professional practice.
- Identifies and escalates performance, conduct and wellbeing concerns in collaboration with the NUM.
- Participates in recruitment, selection, onboarding and retention strategies to support workforce sustainability.
- Contributes to performance development processes, including annual performance reviews, goal setting and development planning.
- Supports the management of leave, replacement staffing and workforce contingencies in collaboration with the NUM.
- Facilitates orientation and preceptorship for new, graduate and postgraduate staff.
- Promotes a culture of accountability, respect, inclusion and psychological safety, ensuring staff feel supported to raise concerns and contribute ideas.
- Actively fosters staff engagement, wellbeing and professional development to support workforce satisfaction and retention.
- Demonstrates and promotes The Melbourne Way values and behaviours in all leadership interactions.

- Promotes a culture of safety and continuous improvement.
- Participates in quality improvement activities, audits and services development initiatives.
- Assists in the review of clinical incidents, risk management activities and implementation of corrective actions.
- Supports compliance with the national Safety and Quality Health Services Standards and organisational policies.
- Monitors and contributes to achievement of ward and organisational key performance indicators.

- Leads and contributes to designated portfolios and quality initiatives within AMU ward.
- Supports evidence-based practice, professional development and lifelong learning.
- Identifies learning needs and facilitates opportunities for staff education and development.
- Participates in research, innovation and practice improvement activities relevant to General Medicine/Acute Care nursing.
- Contributes to achievement of portfolio-specific goals and service objectives.

- Promotes efficient utilisation of staffing, equipment and clinical resources.
- Identifies opportunities to improve efficiency while maintaining quality care.
- Supports responsible use of resources and contributes to cost-effective service delivery.

External

- Patients and consumers
- Families and Carers
- Parkville precinct partners
- External healthcare providers

- Post graduate qualification in Acute Care Nursing or other relevant specialty

- 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

- 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.

- **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.

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.

Date _____