



**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

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.

2/7

- 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.
- Practices in accordance with the Australian Nursing and Midwifery Accreditation Council (ANMAC) National Standards for the Registered Nurse. For further details see under 'competency standards' via the following link <http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines/Statements/Codes-Guidelines.aspx>
- Assume responsibility for the delivery of patient care and the ward unit management activities
- Contribute to the development of all staff including new and casual staff to the area
- Ensure consumer complaints and feedback are escalated to the NUM
- Comply with requirements of National Safety and Quality Health Service Standards and other regulatory requirements
- Delegate, coordinate and supervise staff rostered for each shift on the basis of workload prioritisation and staff level of experience
- Ensure direct reports receive regular feedback and participate in annual discussions.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure training needs of direct reports are identified and undertaken.
- 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.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.
- Provide high-quality standards of patient care. This includes the assessment, planning, implementation and evaluation for care in collaboration with multidisciplinary team
- Assume responsibility and accountability for any delegated activities to an Enrolled Nurse. The Registered Nurse will also demonstrate an understanding of the Scope of Practice of the Enrolled Nurse when delegating and allocating nursing activities
- Provide junior staff, graduates and students with appropriate supervision, training and instruction in accordance with Melbourne Health policy and procedures

Internal

- ## External

- Consumers
- Families of consumers
- Carers of consumers

Formal Qualifications:

- Registered Nurses:

- 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.

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Mandatory Working with Children's Check and Police Check and Immunisation Assessment
- Demonstrated ability to lead a team
- Demonstrated ability to collaborate within a multi-disciplinary team
- Extensive clinical experience and expertise in a relevant clinical/service field
- Excellent communication and interpersonal skills
- Demonstrated ability to be innovative, resourceful and adaptive to change
- Ability to think strategically and deal with complex problems
- Demonstrated commitment to quality improvement, patient safety and person centred care
- Demonstrated provision of high quality patient care
- High level of reliability and professional conduct
- Minimum 2 years post registration experience

Desirable:

- Chemotherapy competent
- Postgraduate qualification relevant to the position
- Previous management experience
- Windows based computer skills including Word, Excel and Outlook

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

- 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.

- 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.

- 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.

- 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.

- 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.

- 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 _____