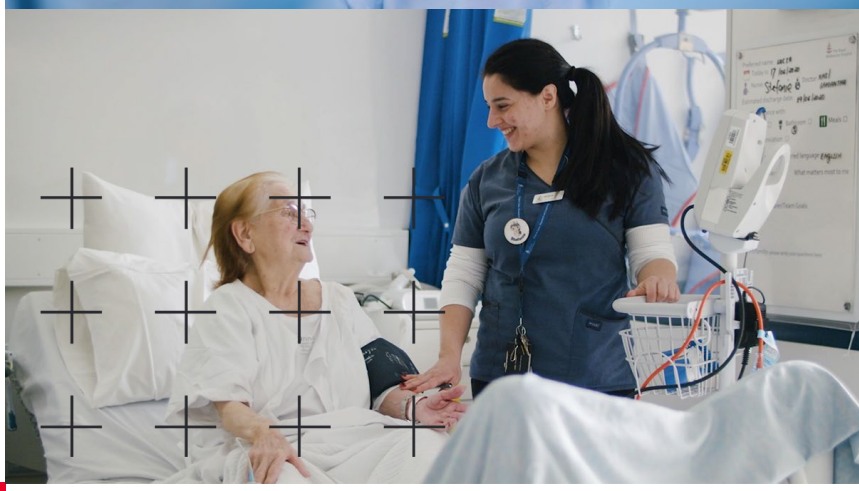
The Royal Melbourne Hospital









Advancing health for everyone, everyday.

Could this be you?

Join The Royal Melbourne Hospital Team

Position Description

Nurse Unit Manager – General Medicine

The Royal Melbourne Hospital

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.

Together 2035 - Our 10 year ambition positions the organisation to have a meaningful impact. Acknowledging the need for ability, adaptability and failing fast, it is assumed throughout this strategy cycle that nothing will stay stagnant. We will continuously strive fro excellence in health - through data insights, the latest research, responding to community sentiment, and global trends and importantly the views, needs and feedback of patients, consumers, carers and community.

Strategic Pillars
Redesigning Together - We are redesigning world-class care
Thriving Together - We are thriving through inspiration & curiosity
Innovating Together - We are leading research excellence for clinical impact

Strategic Drivers
Systems Thinking
Digital Intelligence
Performance & Sustainability

The Royal Melbourne Hospital

Position Description

Position Title:	Nurse Unit Manager – General Medicine
Service:	Medical Services
Location:	The RMH Parkville
Reports To:	Deputy Director of Medical Services, Medical Services
Enterprise Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024–2028
Classification:	NM11
Employment Status:	Full time, ongoing
Immunisation Risk Category:	Category A
Date of Review:	October 2026

POSITION SUMMARY

- The Nurse Unit Manager is a key leadership position that is accountable for supporting staff to deliver high quality care and is responsible for managing clinical risk and implementing systems and processes to improve the patient experience and outcomes. The position is also responsible for the management of the designated cost centre including human and fiscal resources, performance targets and organisational priorities.
- Supporting the timely flow of patients through the ward is a key component of the role. The Nurse Unit Manager is integral to ensuring robust systems and process are in place that support timely patient flow and that they are continuously monitored to ensure their effective function.
- All nursing staff of The Royal Melbourne Hospital are required to abide by the Australian Nursing and Midwifery Council code of Conduct and Codes of Ethics

KEY ACCOUNTABILITIES

- 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.
- Monitor daily operations and length of stay for all patients to ensure maximum throughput and bed occupancy
- Initiate, develop and implement workforce models that are responsive to the changing needs of the patients and staff
- Facilitate an efficient and appropriate use of non-staff related resources to meet the ward's budgetary targets and allocation whilst maintaining a high standard of patient care
- Monitor, report and review financial variations for designated cost centre
- Ensure accuracy of RosterON and authorise accordingly
- Promote and supervise a high standard or care given by all staff within the team
- 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.
- Demonstrate behaviours that reflect the organisations values
- Coordinate timely multi disciplinary team meetings to ensure LOS is managed
- Follow Shared ward governance principles on ward, ensure MDT are orientated
- Timely escalation of concerns impacting staff, patient and visitor safety
- Actively contributing to the development, implementation and evaluation of the ward/unit annual business plan

KEY RELATIONSHIPS

Internal

- General Medicine Nursing staff
- General Medicine Medical Staff, including HOU and Heads of Services
- Medical Services Leadership
- Digital Coordination Centre
- RMH Nursing, Medical and Allied Health
- RMH staff
- RMH volunteers

External

- Patients, family and carers
- Community and subacute services
- General Practitioners
- Transport drivers

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.

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Registered Nurse, Australian Health Practitioner Regulation Agency (AHPRA)
- Extensive clinical experience and expertise in acute care nursing
- Demonstrated ability to build a team that are motivated and committed to excellent patient care
- Excellent communication and interpersonal skills at both a clinical and executive level
- Demonstrated ability to identify and deliver on education and developmental needs of staff
- Demonstrated ability to be innovative, resourceful and adaptive to change
- Ability to think strategically and deal with complex problems
- Mandatory Police Check, immunisation checklist & Working With Children's Check
- Demonstrated knowledge of professional standards, legal and ethical requirements
- Demonstrated commitment to quality improvement, patient safety and person centred care
- High level of reliability and professional conduct
- Proficient computer literacy including Windows Word, Excel and Outlook
- Financial management knowledge and skills

Desirable:

- 3 to 5 years experience in a management/leadership role e.g. ANUM or equivalent
- 3 to 5 years experience in acute care nursing
- Post graduate qualifications relevant to the position and/or leadership and management or working towards same
- Research, publication and presentation skills

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
- Operate ward within financial targets
- Effective rostering and leave management

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