

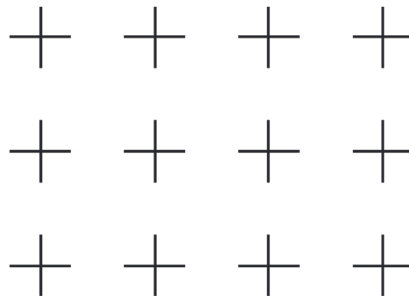


The Royal  
Melbourne  
Hospital

# Advancing health for everyone, everyday.

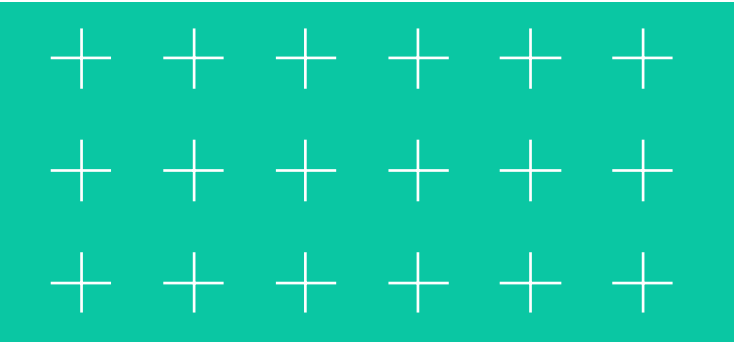
Could this be you?

Join The Royal  
Melbourne  
Hospital Team



Position Description

Associate Nurse Unit Manager – RPN3





## 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:

1. **Be a great place to work and a great place to receive care**
2. **Grow our Home First approach**
3. **Realise the potential of the Melbourne Biomedical Precinct**
4. **Become a digital health service**
5. **Strive for sustainability**



# Position Description

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<b>Position Title:</b>	Associate Nurse Unit Manager – RPN3
<b>Service:</b>	Eating Disorders and Neuropsychiatry
<b>Location:</b>	John Cade Level 2, The Royal Melbourne Hospital
<b>Reports To:</b>	Program Manager
<b>Enterprise Agreement:</b>	Victorian Public Mental Health Services Enterprise Agreement 2020–2024
<b>Classification:</b>	NP81-NP74
<b>Employment Status:</b>	Part time / Full Time
<b>Immunisation Risk Category:</b>	Category A
<b>Date of Review:</b>	June 2025

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## POSITION SUMMARY

Royal Melbourne Hospital Mental Health Services provides person-centred, recovery-oriented care, treatment and support through our multi-disciplinary workforce of skilled and dynamic clinicians, and Lived and Living experience (LLE) consumer and carer experts. We are dedicated to providing caring and high-quality specialist community and hospital-based mental health services for adults and older adults who are experiencing, or are at risk of developing a serious mental illness. We are committed to working with consumers during their recovery by offering trauma informed holistic and evidence-based treatment, which is inclusive of family, carers and kin and provided by staff with well-developed skills. Staff employed within the service are expected to identify evidence-based practice approaches and to use these within their work.

We have a robust future ahead as the lead mental health service for the Victorian Collaborative Centre for Mental Health and Wellbeing Service, and also for the Statewide Trauma Service. These leading programs will drive mental health reform across the sector, and will offer a wide range of opportunities for involvement of staff within the RMH MHS. Our partnerships with multiple community and academic organisations support our program and enable a sophisticated learning structure, with a focus on research translation.

- This role will provide sound clinical leadership and can be a role model to staff. In particular; support processes, policies and practice that promote recovery principles.
- Clinical duties at this level will include more complex tasks than at RPN2
- RPN 3s operate with a higher degree of clinical autonomy and will be required to manage all the commonly occurring situations or cases within their area of practice
- In all cases, RPN 3s receive general direction from and report directly to a more senior nurse (RPN 4 or above) who has overall accountability for the care or program.



- As a shift leader, you will provide direction, supervision and leadership for nursing staff and other disciplines, and coordinate the work to be undertaken during the shift. The ANUM will determine day-to-day matters and report regularly to a more senior nurse.
- Provide clinical supervision to RPN 2's, students, PENs and any other unit staff, and allocate tasks on the basis of the available staffs knowledge and developmental needs of the unit
- A shift where the RPN 3 is responsible for the unit or program, coordinate the provision of non-nursing functions to the workplace. Oversee the activities of non-nursing staff while in the unit to ensure relevant standards are met.
- The Associate Nurse Unit Manager (ANUM) will work in collaboration with the Manager and Team Leaders to ensure the continuous improvement of the service.
- Through strong leadership and positive role modelling the ANUM will work within a recovery framework on a shift by shift basis to ensure effective day to day operation of the inpatient unit.
- The ANUM will contribute to the training and development of staff in a supportive environment and take a leading role in the provision of supervision under the direction of the Clinical Nurse Educator.
- The ANUM will subscribe to the values of the Royal Melbourne Hospital and ensure that services are provided within a quality framework that meets the requirements for National standards and ACHS accreditation.
- The ANUM will be expected to take the lead role in holding a specialized portfolio, which will be identified in collaboration with the Program Manager.

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## 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.
- Act as a delegate for the Program Manager
- Hold a specialised portfolio
- Ensure direct reports receive regular feedback
- 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.

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## KEY RELATIONSHIPS

Internal

External



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- Program Manager
  - Team Leaders
  - Clinical Nurse Educator
  - Multidisciplinary team
  - Area Senior Disciplines
  - IWAMHS Area Manager
  - External providers
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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.
    - Bachelor Degree in Psychiatric/Mental Health Nursing or equivalent, or, Bachelor Degree in Nursing plus a Postgraduate qualification in Psychiatric/Mental Health Nursing.
      - Essential:
  - Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
  - Excellent organisation, verbal communication and interpersonal skills.
  - Proven clinical ability and relevant experience in psychiatry.
  - Working knowledge and understanding of the Mental Health Act and other relevant legislation, policies and strategic directions of Public Mental Health Services.
  - Demonstrated capacity and initiative to work with limited direction.
  - Ability to problem solve, negotiate and communicate with staff and other service providers.
  - A knowledge of professional supervision and evidence-based practice.
  - A knowledge of NSQHS Standards and relevance to nursing practice in Mental Health
  - Knowledge of the ACMHN Nursing Standards
  - Ability to provide high quality education in Psychiatric Nursing to student nurses.
  - Demonstrated commitment to ongoing professional development
  - Comply with all legal requirements pertaining to the position including responsibility for maintaining current registration as required by your professional organisation or other applicable Acts.
  - Travel throughout the catchment area and across service sites may be required.
  - Ability to function effectively as part of a multidisciplinary team
  - Ability to engage, liaise and consult with relevant family members and carers as well as a broad range of health professionals and community agencies.
  - Note: Role involves rostered shifts, across 7 days of the week; including weekend and night duty.
  - Valid WWCC, Police Check & Immunisation Assessment
    - Desirable:
  - Minimum 2-5 years post graduate experience
  - Demonstrated experience in eating disorders
  - Demonstrated experience in neuropsychiatry
  - Aboriginal and Torres Strait Islanders are highly encouraged to apply
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- Experience in working with ACCHO and Aboriginal Communities and Families
  - Current Drivers Licence
  - Excellent computer/IT skills
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#### **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
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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.

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#### 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.

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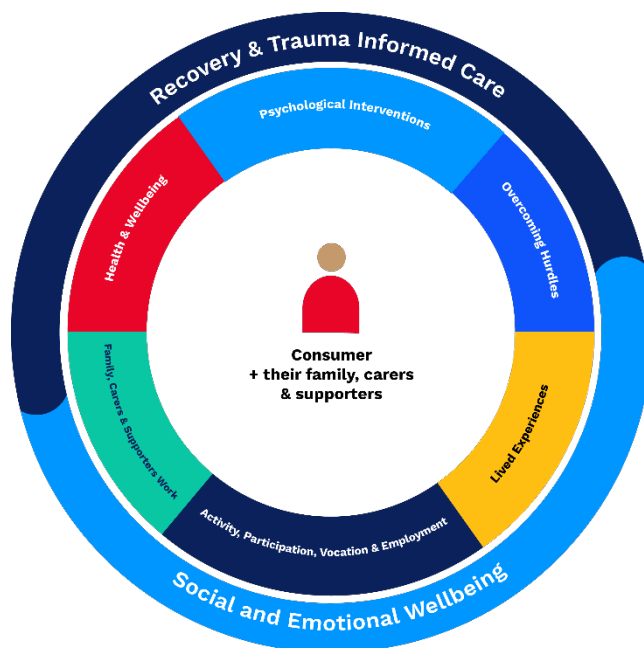
Employee Signature

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Employee Name (please print)

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Date



### Community Core and Specific Evidence-Based Practice

Psychological Interventions	Family, Carers and Supporters Work	Health & Wellbeing	Activity, Participation & Employment	Lived Experiences	Overcoming Hurdles
Early Warning Signs & RWP discussion	Initial Conversation with Family/Carer	Physical health screening	Initial Conversation about activity, participation and vocation	Initial Conversation about consumer peer support	LSI-R:SV
CBT Fundamentals	Family/Carer Fundamentals	Physical health conversations	APQ6	Initial Conversation about family, carer and supporters peer support	SUBA
	Family Violence Screen	Physical health assessment	Driving Screen		AOD Harm Minimisation
		Metabolic monitoring	Sensory Approaches		AOD Relapse Prevention
CBT for Psychosis				PeerZone	Specialist Supportive Clinical Management for Eating Disorders
Acceptance & Commitment Therapy (ACT)	Single Session Family Consultation	Medication safety, education & advocacy	Activity Engagement	Consumer led inpatient groups	Forensic Risk Management Planning
Therapies for Borderline Personality Disorder	Multiple Family Group		Therapeutic Activity Groups	Consumer Peer Support-led Community Groups	Forensic Risk Reduction Treatment
CBT for co-morbid Anxiety & Depression	Family Therapy	Equally Well Physical Health Program	Vocation and Employment Support	Individual Consumer Peer Support	AOD Motivational interviewing
	FaPMI Programs	Medication Alliance	Sensory Assessment & Interventions	Family Peer Support-led Groups	Refer to Detox
Be Well Live Well - Early Warning Signs Relapse Prevention Program	Family Violence Assessment (MARAM)	QUIT Program	Driving Assessment	Individual Family, Carer & Supporters Peer Support	Autism Consultation and Evaluation Services (ACES)