

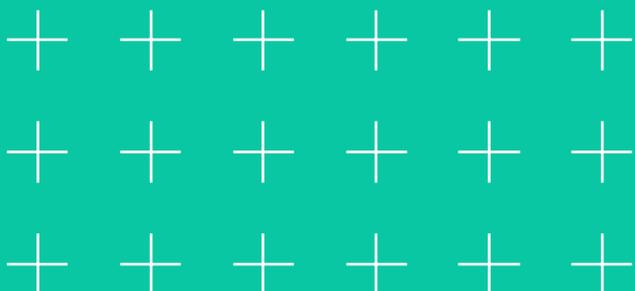


**The Royal  
Melbourne  
Hospital**

**Advancing  
health  
for everyone,  
every day.**

**Could this be you?**

**Join the Royal  
Melbourne  
Hospital team**



**Position Description**

**Nurse Unit Manager Inpatient Services**



## 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**





## KEY ACCOUNTABILITIES

- Act as role model for effective clinical leadership, operational, communication and clinical skills to nursing staff.
- Foster a positive respectful, and psychologically safe team culture
- Manage Unit level rostering and daily staffing decisions
- Support staff wellbeing, supervision and reflective practice
- Model professional, accountable, and recovery -oriented leadership
- Engage with Program Manager, Quality Team and Multidisciplinary team members on improvement initiatives at a ward level.
- Escalate reportable trends, complex clinical presentation, or concerns to Program Manager
- Daily review of incidents and timely follow-up of actions arising from reviews, RRI meetings, program level governance forums
- Provide immediate responses and local review of clinical and worker riskmans.
- Work collaboratively with Local NUM's within the program to deliver consistency of practices across the program including management of bed access and flow to ensure Safe, Timely, Effective, Person-centred care.
- Demonstration of Royal Melbourne Hospital values, being a role model for living the values
- Successful completion of required mandatory training activities, including training related to the National Standards
- Ability to work flexibly in a complex, large organisation and manage time effectively
- Coordinate admissions, discharges, and daily bed management in consultation with MHBAC/Senior Intake
- Support recruitment, onboarding and retention at a unit level
- Approve leave and manage unplanned absences
- Attention to Key Performances Indicators to measure and innovate of performance at a ward level
- Understand and measure obligations under the Mental Health Act Mental Health Act
- Cost centre Financial Management. Monthly management of financial performance and reporting to Program Manager.

## KEY RELATIONSHIPS

### Internal

- RMH MHS Practice and Workforce Committees
- Nurse Unit Manager Alternate Ward
- Inpatient Unit Program Manager
- RMH MHBAC
- RMH Nursing Education
- RMH MHS DDON's
- MHS Learning and Development

### External

- SCV – Office of Chief Mental Health Nurse
- External Partners

## KEY SELECTION CRITERIA

### Formal Qualifications

- Registration as a registered nurse under the Australian Health Practitioner Regulation National Law Act (2009) with the Nursing and Midwifery Board of Australia.
- Postgraduate qualification in Mental Health Nursing or equivalent



Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Experienced MHN who champions recovery oriented, trauma informed and least restrictive care, Understanding of the application of the Mental Health and Wellbeing Act 2022
- Ward leadership experience in leading a Team.
- Highly developed communication, interpersonal and team building skills, including supervision, coaching, and mentoring skills
- Strong understanding of clinical risk, governance, and restrictive interventions
- Personal resilience and ability to manage ever-changing situations
- Information technology skills, including use of the Microsoft suite of spreadsheet, word processing, presentation and database software
- Ability to work flexibly in a complex, large organisation and manage time effectively
- Current driver's licence
- Valid Working with Children's check, Police Check and Immunisation Assessment

Desirable:

- Masters in Nursing or equivalent
- Experience in the public mental health sector clinical services

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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 positive feedback through the annual performance review process
  - Ability to maintain a safe working environment and ensure compliance with legislative requirements
  - Able to provide timely workforce reports and analyse
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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
CBT for Psychosis	↓	Metabolic monitoring	Sensory Approaches	PeerZone	AOD Relapse Prevention
Acceptance & Commitment Therapy (ACT)	Single Session Family Consultation	Medication safety, education & advocacy	↓	↓	Specialist Supportive Clinical Management for Eating Disorders
Therapies for Borderline Personality Disorder	Multiple Family Group	↓	Activity Engagement	Consumer led inpatient groups	Forensic Risk Management Planning
CBT for co-morbid Anxiety & Depression	Family Therapy	Equally Well Physical Health Program	Therapeutic Activity Groups	Consumer Peer Supported Community Groups	Forensic Risk Reduction Treatment
Be Well Live Well - Early Warning Signs Relapse Prevention Program	FaPMI Programs	Medication Alliance	Vocation and Employment Support	Individual Consumer Peer Support	AOD Motivational interviewing
	Family Violence Assessment (MARAM)	QUIT Program	Sensory Assessment & Interventions	Family Peer Support-led Groups	Refer to Detox
			Driving Assessment	Individual Family, Carer & Supporters Peer Support	Autism Consultation and Evaluation Services (ACES)

