



**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

**Nurse Unit Manager, 2 West- Plastics,
Head and Neck Oncology, and Oral
and Maxillofacial Surgery (OMFS)**

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.

- Be a great place to work and a great place to receive care
- Grow our Home First approach
- Realise the potential of the Melbourne Biomedical Precinct
- Become a digital health service
- Strive for sustainability

Ward 2 West is a 20 bed surgical ward providing care for patients across the specialties of Plastic, Head and

Patients cared for on Ward 2 West often have high clinical needs, requiring nursing staff to develop and

The Nurse Unit Manager (NURM) provides visible and accessible clinical leadership by working alongside the

The word is supported by a dedicated team of senior nurses and educators who foster a positive and

- 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.
- Facilitates collaboration within the multidisciplinary environment
- Ensure staff complies with Melbourne Health policies and procedures and lead the implementation of new hospital policies and procedures based on best practice.
- Ensure all new staff receive appropriate and adequate orientation to the ward
- Observe and practise the principles and obligations of Equal Employment Opportunity, which include a workplace that is free from harassment and bullying
- Demonstrate behaviours that reflect the organisations' values
- Promote Melbourne Health values and fairness in the workplace
- Undertake the recruitment, selection, retention, and performance management of staff
- Undertakes workforce planning that focuses on creating flexibility and is responsive to fluctuation in demand within the budget. Demonstrate the efficient use of resources, through staff allocation, rostering and leave management, and exercise financial responsibility when compiling rosters and replacing staff shortfalls
- 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
- Ensure accuracy of RosterON and authorise accordingly
- 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.
- Work collaboratively with all departments to facilitate patient flow strategies that meet the needs of the community and the organisation
- Collaborate with other staff in key leadership roles to support the achievement of the organisation's strategic, financial and operational goals
- Review and implement clinical practice change in line with current evidence-based practice
- Initiate, develop and implement workforce models that are responsive to the changing needs of patients and staff
- Create and support an environment that fosters nursing and multidisciplinary research through
- Initiate, participate in and implement the recommendations of relevant nursing research programs
- Encourage and support health professionals to participate in research activity
- Facilitate an efficient and appropriate use of non-staff related resources to meet the programs budgetary targets and allocations
- Key Relationships Monitor, report and review financial variations for designated cost centre
- Actively contributing to the development, implementation and evaluation of the ward/unit annual business plan
- Identify opportunities for savings/efficient use of resources and enable, facilitate and lead change initiatives
- Monitor, report, implement and evaluate strategies to assist in meeting both local and organisational Key Performance Indicators in collaboration with key stakeholders

Internal

- Patients, family and carers
- Royal Melbourne Hospital Nursing Teams
- Surgical Services leadership team
- Royal Melbourne Hospital Medical teams
- Royal Melbourne Hospital Allied Health Teams (Including Pharmacy Department)
- Royal Melbourne Hospital Administration staff

- General Practitioners
- Community Therapy Services
- Other organisations

Formal Qualifications:

- Registered Nurses:

- ### Essential:

- Desirable:**

- ## KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Nurse Unit Manager, 2 West- Plastics, Head and Neck Oncology, and Oral and Maxillofacial Surgery (OMFS) | Surgical Services | January 2026

- 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 _____