

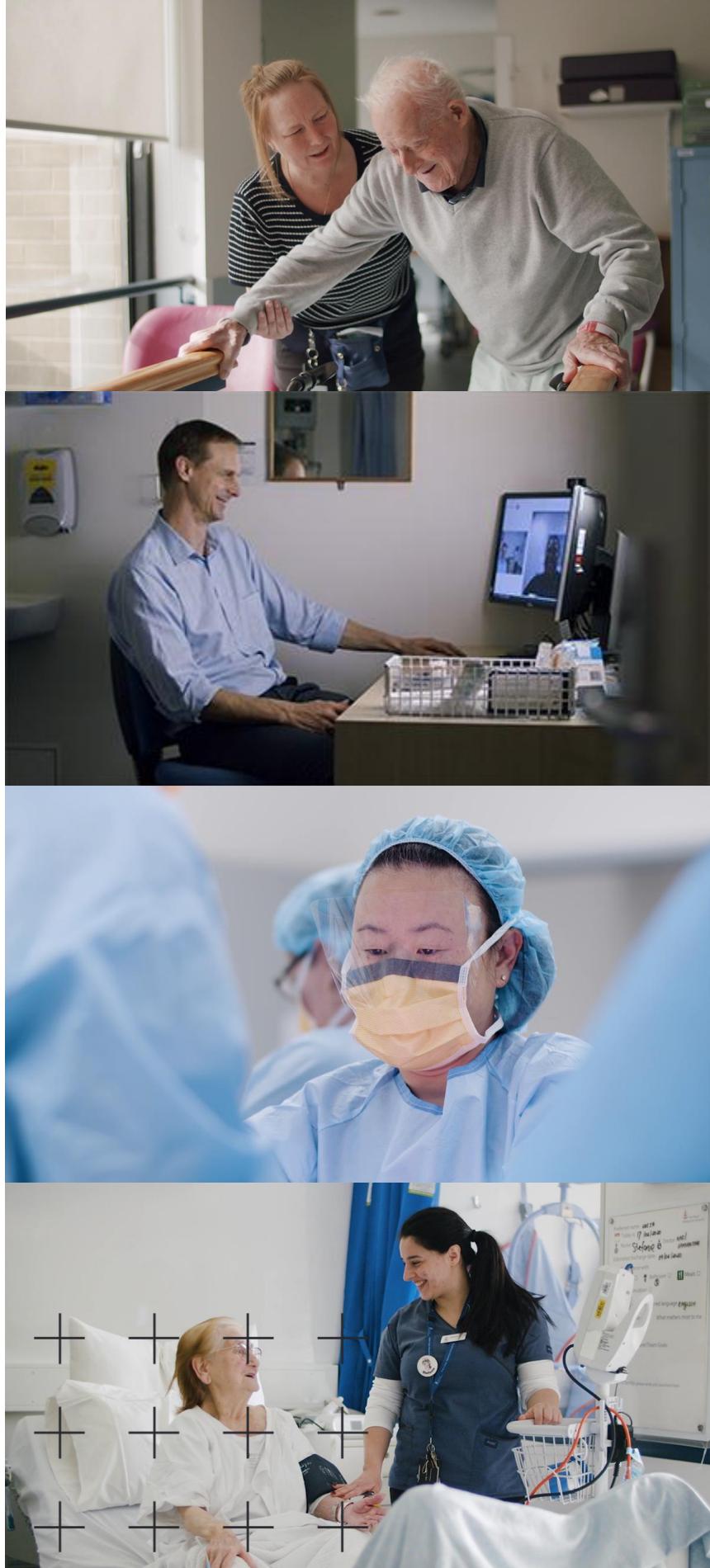


**The Royal
Melbourne
Hospital**

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)

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:

- 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

Position Description

Position Title:	Nurse Unit Manager, 2 West- Plastics, Head and Neck Oncology, and Oral and Maxillofacial Surgery (OMFS)
Service:	Surgical Services
Location:	The RMH Parkville
Reports To:	Deputy Director of Nursing
Enterprise Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024–2028
Classification:	NUM – NM11
Employment Status:	Full Time
Immunisation Risk Category:	Category A
Date of Review:	January 2026

POSITION SUMMARY

Ward 2 West is a 20-bed surgical ward providing care for patients across the specialties of Plastics, Head and Neck Oncology, and Oral and Maxillofacial Surgery (OMFS). The ward manages many complex elective surgical cases within these specialties, alongside emergency admissions.

Patients cared for on Ward 2 West often have high clinical needs, requiring nursing staff to develop and maintain specialised skills. These include the management of tracheostomies and free flaps, as well as a high level of competence in general nursing care and the early recognition and management of the deteriorating post-operative patient.

The Nurse Unit Manager (NUM) provides visible and accessible clinical leadership by working alongside the multidisciplinary team and engaging with patients in a supervisory capacity to ensure the delivery of safe, person-centred care. The NUM is accountable for supporting and developing staff to deliver high-quality care, managing clinical risk, and implementing systems and processes that enhance patient experience and outcomes. The role also holds responsibility for the effective management of the designated cost centre, including financial resources, performance targets, and alignment with organisational priorities.

The ward is supported by a dedicated team of senior nurses and educators who foster a positive and supportive learning environment, enabling staff to build confidence, develop clinical expertise, and advance their professional skills.

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.
- 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

KEY RELATIONSHIPS

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

External

- General Practitioners
- Community Therapy Services
- Other organisations

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)
- Minimum 5 years' experience and expertise in leading a team
- Demonstrated ability to build a team that are motivated and committed
- 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
- 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:

- 5 years' experience in a management/leadership role
- 5 years' experience in acute care nursing
- Postgraduate qualifications relevant to the position and/or leadership and management or working towards same
- Research, publication and public 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
- Working with Children's Check (WWC)

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