



**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

**Nurse Unit Manager Perioperative
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



Position Description

Position Title:	Nurse Unit Manager Perioperative Services
Service:	Surgical Services – Perioperative Services
Location:	The Royal Melbourne Hospital – City Campus
Reports To:	Perioperative Services Manager
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:	November 2025

POSITION SUMMARY

The Nurse Unit Manager (NUM) – Perioperative Services plays a pivotal leadership role in the delivery of high-quality surgical care, overseeing the clinical and operational management of the scrub/scout team. This dynamic position is responsible for ensuring excellence in patient outcomes, staff development, and the achievement of key performance indicators (KPIs) across Perioperative Services.

As a visible and accessible leader, the NUM fosters a culture of professional growth, wellness, and accountability. They work collaboratively with the Perioperative Management Team – including the Clinical Nurse Manager, Theatre Floor Coordinators and Clinical Associate Nurse Unit Managers (ANUMs) – to ensure seamless day-to-day operations, optimal patient flow, and the implementation of strategic initiatives.

DEPARTMENT DESCRIPTION

Perioperative Services spans four main areas: Main Theatre, CSSD, 3 East/23-Hour Unit, and 3 West Day Procedure Unit. The Main Operating Suite houses 16 theatres, with an additional 3 located in the 3 West area, and 1-2 additional theatre lists run at Peter Maccallum Cancer Centre under the RMH.

The Operating Suite is staffed by a team of highly skilled nurses, including Scrub/Scout and Anaesthetic/Recovery roles supported by our Post Graduate Perioperative Program. Their expertise is continually supported through the Post Graduate Perioperative Program, ensuring ongoing professional development through the growing our own approach and maintaining high standards of care.

Although the core hours of operation are from 07:30 to 18:00, the service runs 24/7. After-hours coverage is maintained by dedicated staff and on-call teams to meet emergency and urgent surgical needs.



KEY ACCOUNTABILITIES

- Responsible for setting and clearly communicating clinical and behavioural expectations and holding staff accountable.
- Ensure effective processes are in place to support a range of educational and professional development programs pertinent to the clinical area.
- Responsible for ensuring mandatory education and clinical competencies are achieved.
- Ensure all staff receive regular formal and informal feedback, coaching and professional development opportunities in accordance with the organisations individual work planning and development program.
- Activate workforce strategies to build and retain an exemplary team, including reward and recognition programs, comprehensive orientation, coaching/mentorship and succession planning.
- Demonstrate a commitment to ongoing self-development
- Observe and practice the principles and obligations of Equal Employment Opportunity which includes promoting workplaces free from harassment and bullying.
- Effective roster management and planning strategies are demonstrated at a unit level including, daily staffing, and leave management
- A workforce plan is established to anticipate change and guide workforce needs.
- 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.
- Recruitment and selection activities ensure the ward/unit is attracting a skilled workforce with good person-organisation fit.
- Practices/systems are established to ensure staff are credentialed and working within their defined scope of practice to deliver high quality and safe clinical care.
- Uses the Electronic Medical Records (EMR) to assist with driving quality improvement initiatives and monitoring performance and clinical care.
- Responsible for the implementation, evaluation of a person-centred model of care that is based on best practice evidence to ensure patient outcomes are achieved.
- Responsible for timely and effective patient flow through the unit, working with all relevant departments to ensure access and discharge planning initiatives are implemented at the unit level.
- Provides timely response and follow up to patient feedback/complaints and implements strategies to limit reoccurrence.
- Drives best practice in all aspects of nursing and patient care utilising principles of evidence-based practice and action research.
- Utilises a structured risk management approach to identify clinical risks and implement processes and practices to manage and monitor these risks.
- 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.
- Identifies areas that require improvement through observation, audits, incidents (Riskman) and staff feedback and implements improvement initiatives accordingly.
- 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.



KEY ACCOUNTABILITIES

- Ensures that recommended infection prevention policies and procedures are adhered to.
- Participates in relevant accreditation processes including the Australian Council on Healthcare Standards (AHCS) accreditation and ensures their ward/department meets all requirements related to the National Safety and Quality Health Service Standards.
- Manage Occupational Health & Safety in accordance with legislative requirements of the Occupational Health and Safety Act.
- Ensure the capability of self and unit staff in areas such as the incident management system, policy management system and risk management system
- Participate in the maintenance and update of MH emergency plans, business continuity plans, policy and procedures applicable to designated unit/ward, providing staff education to maximise organisational effectiveness in a crisis situation.
- Liaise with multi-disciplinary health care teams to achieve the desired patient outcomes.
- Work collaboratively with all departments to facilitate patient flow strategies that meet the needs of the community and the organisation
- Ensure accuracy of RosterOn and authorise accordingly
- Actively contribute to the development, implementation and evaluation of ward/unit annual business plan
- Support the integration of undergraduate, graduate and post graduate nursing including enrolled nurses within the unit.
- Collaborate with other staff in key leadership roles to support the achievement of the organisations strategic, financial and operational goals.
- Review and implement clinical practice change in line with current evidence based
- 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
- Initiate, participate in and implement the recommendations of relevant nursing programs
- Be accountable for the financial management of the designated cost centre (s) in line with agreed budgetary parameters and performance targets
- Facilitate an efficient and appropriate use of non-staff related resources to meet the ward budgetary targets and allocations.
- Monitor, report and review financial variations for designated cost centre
- 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

- Directors of Nursing & Operations
- Divisional Directors
- General Managers
- Nurse Unit Managers of other wards
- Medical Teams
- Surgical Heads of Units
- Clinical Nurse Consultants
- Allied Health & Pharmacy
- EMR Team
- Clinical Nurse Educators
- Support Service Staff

External

- Patient
- Family and carers
- Other hospitals and health services
- DHHS

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.
 - Relevant post graduate qualifications
 - Previous experience as a Nurse Unit Manager
 - Demonstrated ability to collaborate within a multi-disciplinary team
 - Extensive clinical experience and expertise in a relevant clinical/service field
 - 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 development 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
 - Experience with using an Electronic Medical Record
 - Financial management knowledge and skills
 - Working with Children Check
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Desirable:

- Post-graduate qualification in Leadership & Management
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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
 - Ability to operate within allocated budget
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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, Effective, Person-centred Care (STEP) in line with our clinical governance framework.
 - Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.
 - 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.
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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.

Employee Signature

Employee Name (please print)

/ /

Date
