

Position Description

Position Title:	Associate Nurse Unit Manager
Reports to:	Nurse Unit Manager – Child & Adolescent Unit
Department:	Child & Adolescent Unit
Directorate:	Clinical Operations
Cost centre:	A1602
Code & classification:	Associate Nurse Unit Manager (YW11-YW12)
Employment conditions:	Nurses and Midwives (Victorian Public Health Sector) (Single interest Employers) Enterprise Agreement 2024-2028 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Associate Nurse Unit Manager (ANUM) is responsible for the coordination and organisation of staff and resources to ensure the delivery of quality focussed care. The ANUM accepts the responsibility of clinical and corporate coordination of the unit in the absence of the NUM.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

- Provide quality and safe clinical care for consumers
- Maintains effective open channels of communication with patients/clients, hospital visitors, nursing colleagues, the multi-disciplinary health care team and the affiliated tertiary institutions.
- Ensure consumers, families/representatives or carers are provided with timely information and are involved in decision making about their care planning and treatment.
- Provides supervision of clinical care provided by all nursing staff in the clinical area.
- Acts as a professional role model for all staff.
- Supports and supervises students as required.
- Participates in the development and review of clinical guidelines related to specific unit/department.
- Function as a member of multi-disciplinary health care team, promoting and maintain a professional relationship with all staff towards the goal of optimum outcomes across the care continuum
- Participates as directed in GV Health Quality Improvement programs and project management to ensure achievement of best practice standards.

- Participates in approved research programs as approved by GV Health
 - Participates in monthly ward meetings nursing division meetings.
 - Maintains accurate data collection in data systems relevant to unit/department, including but not limited to patient systems (e.g. iPM), including reporting systems and projects as required.
 - Assists in the analysis of data relevant to the unit/department.
 - Assists in the trial/evaluation of new and existing applications and hardware approved by GV Health
 - Completes all relevant documentation.
 - Ensure each employee has the right of a safe working environment and is aware of the reporting process for any adverse outcomes.
 - Ensure each employee is responsible to take reasonable care of their own health and safety, to adhere with GV Health Safe Practice and Environment policies and procedures, and to participate in appropriate safety education and evaluation activities.
 - Responsible for minimising exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. Ensure all staff adhere to the policies and procedures as set out in the GV Health Safe Practice and Environment Manual to most effectively achieve this minimisation.
 - Responsible for the reporting of incidents occurring within the unit/department, facilitating corrective or preventative action when required.
 - Deputise in the absence of the NUM.
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KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

Essential:

- Commitment to the GV Health Values of *Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour*.
- Current registration with the Australian Health Practitioner Regulation Agency as a Registered Nurse
- Relevant nursing experience
- Demonstrate expert clinical leadership, experience and knowledge related to health care.
- Well – developed interpersonal skills, including clear communication skills, both verbal and written.
- Self-motivated with high level of organisational and time management skills.
- Ability to work as a team member and contribute to team decisions, as well as the willingness to take advice and direction.
- Computer literacy, including knowledge of the Microsoft suite of programs and the internet.

Desirable:

- Previous management experience at ANUM level
 - Postgraduate qualification (or working towards) related to Paediatric/neonatal nursing.
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KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- In conjunction with other employees, participate in team quality activities.
- Observe safe working practices and as far as you are able, protect your own and others' health and safety.
- Complete all necessary personal training and continuous learning requirements.
- Adhere to legislation pertaining to privacy and confidentiality and the handling of personal information.
- Participate in an annual staff performance development program including minimum annual review and appraisal
- Registration is maintained and working within scope of practice
- Attendance and active participation at meetings as required
- 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework
- Active participation in the Performance and Development review process

AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Clinical Operations	Associate Nurse Unit Manage – Child & Adolescent Unit
Reviewed by:	Paula Holland
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ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)