

Position Description

Position Title:	Associate Nurse Unit Manager
Reports to:	Nurse Unit Manager- Emergency Department
Department:	Emergency Department
Directorate:	Clinical Operations
Cost centre:	B0002
Code & classification:	Associate Nurse Unit Manager years 1-2 (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 patient focused care in the Emergency Department. The ANUM accepts the responsibility of clinical and corporate co-ordination of the unit in absence of the Nurse Unit Manager (NUM).

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

- Actively role model excellence in ED nursing practice.
- Ensure adherence with clinical escalation process, and as per clinical guidelines.
- Leads the ED nursing staff team to deliver effective, safe and calm nursing care.
- Deliver encouragement and feedback to individual members of the ED nursing team, including periodic performance reviews and relevant documentation.
- Works dynamically with key stake-holders of ED Admitting Officer and After-Hours Hospital Manager to achieve effective, safe and calm patient care, capacity and flow.
- Effectively liaises with other internal and external ED stake-holders in delivering care.
- Ensure consumers, families/representatives or carers are provided with timely information and are involved in decision making about their care planning, treatment and discharge.
- Comply with best-practice healthcare standards, legislation, clinical practice guidelines, and GV Health Clinical Governance Framework.
- Maintain accurate and current clinical records ensuring documentation meets professional and legal standards.

- Receive and process feedback and complaints ensuring that issues are resolved locally and in real-time where possible, documented for follow-up as appropriate.
- Uphold and protect consumer rights, maintain strict confidentiality and continually practice to the principles of open disclosure.
- Accepts accountability for own actions and seeks guidance when a situation exceeds experience and/or knowledge.
- Responsibility for prudent use of finances and resources, including, particularly staffing and clinical supplies.
- Delegates for the ED NUM in their absence.
- Participate in or lead appropriate committees and working parties as requested.
- Facilitate effective, safe and calm patient flow through the Emergency Department including accurate clinical data entry, including towards targets including National Emergency Access Targets (NEAT)

KEY SELECTION CRITERIA

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

Essential:

- Minimum 3 years post graduate nursing experience
- Post Graduate Critical Care/Emergency qualification
- Demonstrated expert clinical leadership, experience and knowledge related to the acute health care sector
- Self-motivated with high level of communication and organisational and time management skills
- Working knowledge of patient management and information systems
- Computer literacy at intermediate level
- Knowledge of current statutory requirements including relevant awards, OH&S
- Awareness of financial and budgetary process.

Desirable:

- Previous management experience at ANUM level
- Awareness of current Department of Health Key Performance Indicators

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;

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.
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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.

Medicine and Critical Care	Associate Nurse Unit Manager
Reviewed by:	NUM – Emergency Department
Issue Date:	July 2025

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](#)