

# Position Description

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| <b>Position Title:</b>            | Associate Nurse Unit Manager - B1                                                                                                                                                                           |
| <b>Reports to:</b>                | Nurse Unit Manager - B1                                                                                                                                                                                     |
| <b>Department:</b>                | B1                                                                                                                                                                                                          |
| <b>Directorate:</b>               | Clinical Operations                                                                                                                                                                                         |
| <b>Cost centre:</b>               | A2002                                                                                                                                                                                                       |
| <b>Code &amp; classification:</b> | Associate Nurse Manager (YW11-YW12)                                                                                                                                                                         |
| <b>Employment conditions:</b>     | 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) |

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**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).

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## POSITION SUMMARY

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

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## RESPONSIBILITIES AND DUTIES

**The following duties are inclusive of but not limited to the following:**

- Bed state management
- Provide quality and safe clinical care for consumers
- Ensure consumers, families/representatives or carers are provided with timely information and are involved in decision making about their care planning and treatment
- Accept accountability for own actions and seek guidance when a situation exceeds experience and/or knowledge
- Provides supervision of clinical care provided by all nursing staff in the clinical area
- Uphold and protect consumer rights, maintain strict confidentiality and continually practice to the principles of open disclosure
- Comply with best practice healthcare standards, legislation, and GV Health's Clinical Governance Framework and clinical practice guidelines
- Consumer feedback and complaints are responded to appropriately to ensure that issues are resolved and quality and safe clinical care is provided
- Maintain accurate and current clinical records ensuring documentation meets professional and legal standards

- Ensure the escalation process for promptly reporting vital consumer observations that are outside the normal range as per clinical guidelines is adhered to.
- Ensure an effective discharge from hospital or services that reflects the needs of the consumer.
- Role model for profession excellence
- Deputise in absence of the Nurse Unit Manager
- Assisting with Budgeting
- The Associate Nurse Unit Manager accepts responsibility of clinical and corporate coordination of the unit in absence of the Nurse Unit Manager/Division Operations Director/Divisional Clinical Director
- Participate in or lead appropriate committees and working parties as requested.

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## **KEY SELECTION CRITERIA**

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

- Current registration with Australian Health Practitioner Regulation Agency as a Registered Nurse

### **Essential:**

- Demonstrated expert clinical leadership, experience and knowledge related to health care
- Self-motivated with high level of communication, organisational and time management skills with the ability to prioritise tasks and work under minimal supervision
- Computer literacy at intermediate level
- Knowledge of current statutory requirements including relevant awards, OH&S
- Awareness of financial and budgetary process
- Excellent interpersonal skills and be able to work effectively within a busy and dynamic team environment

### **Desirable:**

- Previous management experience at an Associate Nurse Unit Manager level
- Post-registration Qualification in Advance Nursing Practice

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## **KEY PERFORMANCE INDICATORS**

### **Your performance will be measured through your successful achievement of:**

- In conjunction with other employees, participate in team quality activities
- Participate and co-operate in consultative processes to improve health and safety
- 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
- Undertake the role in a manner that demonstrates commitment to the positive leadership behaviours of health service's Health's Vision, Purpose and Values
- 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 outlines in the GV Health Education Framework
  - Active participation in the Performance and Development review process
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#### **ALL GV HEALTH STAFF ARE REQUIRED TO**

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of 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;
  - Develop and maintain collaborative relationships with all other teams and professionals;
  - Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
  - Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
  - 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 and maintain all 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;
  - Comply with requirements of the 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 Victorian Department of Health Victoria;
  - Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
  - In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All 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.
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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 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.

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| <b>Directorate</b>  | <b>Associate Nurse Unit Manager</b> |
| <b>Reviewed by:</b> | Nurse Unit Manager - Surgical Unit  |
| <b>Issue Date:</b>  | September 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](#)