

Position Description

Position Title:	Nurse Unit Manager
Reports to:	Divisional Director Primary Care
Department:	Home Nursing Services
Directorate:	Primary Care
Cost centre:	J5005
Code & classification:	Nurse Unit Manager Level 3 – NM12
Employment conditions:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 - 2028 and to the 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 Nurse Unit Manager Home Nursing Services (HNS) reports directly to the Divisional Director within the Primary Care Division.

The Nurse Unit Manager (NUM) Home Nursing Services (HNS) is responsible for ensuring the development and maintenance of care standards by providing strong leadership and role modelling. As the NUM HNS, the incumbent has responsibilities in clinical and corporate governance, operational management and strategic implementation, service planning, clinical innovation and risk management.

The Manager Home Nursing Services contributes towards the delivery of safe quality clinical services through the effective leadership and management of the allocated resources within the department. This includes recruitment, transitioning and retention of staff, career development and succession planning, professional learning and development, and the safe and effective utilisation of staffing through appropriate skill mix, patient allocations and models of care.

EXTERNAL RELATIONSHIPS:

Liaises with:

- Hume Region CHSP/HACC Manager's Alliance
- Hospital in the Home – Brokered nursing services regional health services
- My Aged Care
- General Practitioners
- Community Service Providers
- Service providers brokering nursing services e.g. Home Care Package Providers, Post Acute Care, Department of Veterans Affairs, Transport Accident Commission

INTERNAL RELATIONSHIPS:

Liaises with:

- Clinical Services GV Health
- Corporate Services
- Centre for Nurse Education, Practice & Research
- Primary Care Division Managers

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to:

- Lead, direct, co-ordinate and manage nursing and administrative staff within the Home Nursing Services suite of programs
- Meet funding, service and target obligations as contracted with the Department of Health, Department of Veteran Affairs, Commonwealth Department of Health, National Disability Insurance Scheme and other funding bodies.
- Develop plan, implement, and evaluate nursing services, policies and practice.
- Assume responsibility of the day to day operational management of nursing and clerical services within the Home Nursing Service
- Manage human resource issues related to nursing and administrative staff
- Actively participate in the development and maintenance of professional and clinical standards of practice of the nursing and clerical team
- Acting as a clinical resource person by assisting, advising and supporting, all staff and students in all aspects of the performance of their duties.
- Facilitating and maintaining effective communication channels between all services with relationships with the Home Nursing Service
- Develop, monitor and review standard work practices, clinical practice guidelines in line with those required for the efficient, safe and effective management of the Home Nursing Service
- Ensuring all staff are aware of and comply with all GV Health Policies and Procedures.
- Manage complaints and critical incidents related to the service in conjunction with the Divisional Director Primary Care
- Manage the use and maintenance of all equipment/service resources.
- Participate, organise and liaise with the other Nurse Unit Managers within GV Health in the management of daily patient flow through the service.
- Lead the development and implementation of the Annual Operation Plan and Annual Quality Plans to ensure risks are managed improvement objectives are met
- Lead the financial functions of the department including the development, monitoring and reporting on the annual budget.
- Lead the development and provision of the monthly accountability report to the relevant Divisional Director/Executive Director against key performance indicators for financial, human resources, quality and risk objectives
- Lead/develop and implement governance projects/quality committees and activities as required
- Provide a high quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Assist the organisation in achieving clinical effectiveness by providing appropriate systems, information or services to clinical areas

- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act etc.) and actively promote compliance to any such standards and legislation
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POSITIONS REPORTING TO THIS ROLE

- Enrolled Nurses
- Registered Nurses
- Hospital in the Home Coordinators
- Registered Nurse Clinical Consultants
- Clinical Coordinators
- Nurse Practitioners/Candidates
- Customer Service Officers

RESPONSIBILITIES FOR MANAGEMENT POSITIONS:

- Actively manage employees by conducting annual performance reviews and ensuring that health and safety, all Mandatory Training, employment principles and legislative requirements are met and maintained;
 - Identify employee education and development needs, recognise competencies of employees and ensure employees complete compulsory competencies;
 - Participate in supervision of graduates, junior employees, students, orientation programs, preceptorship, mentoring and performance enhancement responsibilities;
 - Provide opportunities for staff to attend mandatory core competencies and monitor compliance;
 - Actively recruit and manage all aspects of workforce demands;
 - Computer literacy at intermediate level for Microsoft applications;
 - Demonstrated business planning, policy, financial and human resources management skills
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KEY SELECTION CRITERIA

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

- Current registration with AHPRA as a Registered Nurse minimum with senior leadership experience
- Australia Driver's Licence

Essential:

- Demonstrated effective Human Resource Management skills
- Demonstrated well developed interpersonal and communication skills (written & verbal) and proven ability to liaise, negotiate and resolve conflict with staff, service providers and consumers.
- An understanding of the principles of clinical governance, quality improvement, clinical risk management and open disclosure

Desirable:

- Tertiary qualification in management, administration or associated discipline or working towards same

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Rostering which is completed in accordance with the relevant Enterprise Agreement requirements
- Budget management and the department is within budget, performance and development reviews are completed on time, training and core competency requirements are met as per the GV Health Education Framework and leave balances are managed in accordance with the policy and procedure to minimise liability
- Promoting and enabling of effective 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;
- Coordination and oversight of the delivery of safe and innovative person-centred care in the community setting, both centred based and in the home.
- Performance across all funded programs meets targets as defined and that throughput related data is submitted in accordance with required business rules and timeframes.
- Quality, safety and risk plans and activities are implemented in accordance with the relevant frameworks and procedures
- 80% attendance and active participation at committees, working groups and meetings
- Service agreements for contracted and brokered nursing services are in place
- 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework
- Registration is maintained and working within scope of practice

ALL GV HEALTH ALL 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.

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.

Community Care & Mental Health

Nurse Unit Manager – Home Nursing Services

Reviewed by:

Divisional Director Primary Care

Issue Date:

December 2025

ABOUT US

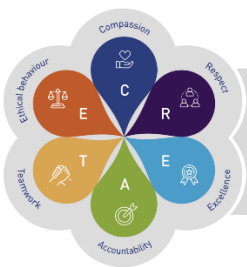
Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also 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:



COMPASSION
RESPECT

EXCELLENCE
ACCOUNTABILITY

TEAMWORK
ETHICAL BEHAVIOUR

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](#)