

Position Description

Position Title:	Director of Nursing / Campus Manager – Tatura
Reports to:	Divisional Operations Director – Subacute and Ambulatory Care
Department:	Tatura Campus
Directorate:	Clinical Operations
Cost centre:	R1014
Code & classification:	Registered Nurse, Campus DON of Group 8D Campus (RN65)
Employment conditions:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028, 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 Director of Nursing/Campus manager is a senior Manager position within GV Health. The DON/ Campus Manager is responsible for the management of the Acute, Aged Care, Hotel Support Services, Community health co-ordinator and Administration Services at Tatura campus.

GV Health Tatura campus is located in Tatura and incorporates Tatura Hospital and Parkvilla Aged Care Facility. Tatura Hospital comprises of eight (8) beds (including a palliative care suite) and provides acute hospital care to both patients from the local area as well as patients who may be stepped down from the main GV Health campus in Shepparton (or other Health Services as required). Parkvilla Aged Care is a residential aged care facility which consists of thirteen (13) permanent residential aged care beds and two (2) transitional care (TCP) beds.

The DON / Campus Manager will ensure efficient and effective management of the campus, providing clinical and strategic leadership, ensuring risk minimization is embedded in the campus, ensure continual performance monitoring and quality improvement requirements, and be responsible for ensuring the delivery of quality and safe patient and resident care is met in accordance with the national Safety and Quality Health Service (NSQHS) Standards and The Aged Care Quality Standards.

In line with all senior manager roles in the organisation this role is responsible for supporting implementation of the GV Health Clinical Governance Framework in the quality and safety domains in clinical effectiveness, risk management, effective workforce and consumer participation ensuring optimal outcomes for patients, residents and their carers.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to:

- Model and promote the vision, mission and values of GV Health and actively participate to ensure the delivery of strategic plan 2024-2026 (and it's successors) objectives and outcomes (as required) are achieved
- Lead the development, review and implementation of the statement of priorities and Quality Plan to ensure active strategies are in place to manage clinical risk and system improvements and that objectives are met.
- Work in partnership with the Operations and Executive teams to deliver on the strategic priorities of the organisation
- Lead financial functions of the campus including the development, monitoring and reporting on the annual budget and perform the role in accordance with the Instrument of Delegation procedure for the organisation.
- Lead the development and provision of monthly report to the Divisional Operations Director against key performance indicators including (but not limited to): financial, human resource, quality and risk.
- Ensure compliance with contemporary human resource practices and principles including workplace health and safety, employment equity and anti- discrimination requirements.
- Ensure the delivery of clinical services through innovative models, adherence to Department of Health and Human Service requirements, National Safety and Quality Health Service (NSQHS) and Aged Care Quality standards and legislative requirements are met.
- Work with the GV Health Finance department in relation to the preparation and execution of aged care resident agreements
- Ensure the privacy and confidentiality requirements of patients/ consumers, staff and the organisation are maintained at all times.
- Lead / develop and implement governance projects /quality committees and activities as required
- Provide a high - quality service to internal customers and consumers that reflect best practice and add value to GV Health.
- Engagement with the local community of Tatura and participation in the Community Reference Group meetings and provide DON/ Campus Manager updates as required.

POSITIONS REPORTING TO THIS ROLE

- Nurse Unit Manager
- Administration Staff
- Hotel services staff (kitchen and cleaning)
- Community Health Co-ordinator
- Lifestyle Co-ordinator.

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;

KEY SELECTION CRITERIA

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

- Current registration with the Australian health Practitioner Regulation Agency (AHPRA) as a Registered Nurse

Essential:

- Postgraduate qualification in one of the following such as: health management, aged care related, business, education or health policy
- Previous experience and proven record of achievement in a senior management role in acute, aged or community setting (minimum of 2 years' experience)
- Demonstrated knowledge and experience of relevant funding models (acute and aged care) and government policy within the health care sector.
- Demonstrated ability to develop and implement operational plans and achieve outcomes.
- Demonstrated experience, knowledge and understanding of the relevant State and Commonwealth Legislation and accreditations
- Demonstrated experience in community engagement and consumer participation principles to improve care and health outcomes.
- Demonstrated ability to lead a culture of care
- High level interpersonal communication skills and stakeholder engagement experience
- Demonstrated experience in financial management including budget development, monitoring and reporting.
- Experience in strategic and business planning and the ability to develop grant applications to a high level.
- Excellent computer skills and use of Microsoft suite of programs.

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

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.

Clinical Operations**Director of Nursing/Campus Manager – Tatura**

Reviewed by:

Divisional Operations Director- Subacute and
Ambulatory Care

Issue Date:

February 2026

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](#)