

# Position Description

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| <b>Position Title:</b>            | Director of Nursing/Manager – Euroa Hospital   |
| <b>Reports to:</b>                | Divisional Operations Director – Subacute and Ambulatory Care  |
| <b>Department:</b>                | Euroa Hospital   |
| <b>Directorate:</b>               | Clinical Operations  |
| <b>Cost centre:</b>               | A0360  |
| <b>Code &amp; classification:</b> | Registered Nurse, Campus DON of Group 8D Campus (RN65)   |
| <b>Employment conditions:</b>     | Nurses and Midwives (Victorian Public 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 Director of Nursing / Manager is responsible for the management of acute / subacute care, urgent care, medical imaging, and administration services at the GV Health Euroa Hospital.

GV Health Euroa Hospital is located in Euroa and incorporates the Hospital, Urgent Care Centre, and Medical Imaging. The hospital comprises twenty (20) beds and provides acute, subacute, and palliative care to patients who reside within the Shire of Strathbogie and other patients who meet the criteria for step down care.

The Director of Nursing / Manager provides strategic and operational leadership across the portfolio to achieve strategic goals and pillars, and foster a culture that reflects the shared GV Health CREATE values.

The Director of Nursing / Manager supports the implementation of the Clinical Governance Framework with focus on the domains of leadership and culture, consumer partnership, workforce, risk management, and clinical practice in order to deliver safe and high-quality patient-centred care in accordance with relevant legislation and National Safety and Quality Health Service Standards.

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## RESPONSIBILITIES AND DUTIES

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

- Actively participate in the delivery of the GV Health Strategic Plan 2024-2026 (and its successors).
- 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 objectives are met.
- Partner with the Operations and Executive teams to deliver the strategic goal, pillars, objectives, and outcomes.

- Lead financial functions of the campus including developing, monitoring, and reporting the annual budget in accordance with the Instrument of Delegation.
- Develop and provide the Monthly Accountability Meeting (MAM) report against key performance indicators including, but not limited to, financial, human resources, and quality and risk.
- Comply 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, and adherence to Department of Health requirements, National Safety and Quality Health Service (NSQHS) standards, and legislative requirements
- Ensure that privacy and confidentiality requirements of patients / consumers, staff, and the organisation are maintained at all times.
- Develop and lead the implementation of governance projects / quality committees and activities as required.
- Provide a high-quality service to internal consumers and customers that reflects best practice and adds value to GV Health.
- Engage with the local community in the Shire of Strathbogie and participate in Community Reference Group meetings

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## **POSITIONS REPORTING TO THIS ROLE**

- Nurse Unit Manager
- Administration staff

## **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 the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse
- Post-graduate qualification in health service leadership / management or related area of study

### **Essential:**

- A minimum of two years' experience and proven record of achievement in a senior management position;
- Demonstrated experience, knowledge and understanding of relevant state and commonwealth legislation and accreditation;
- Demonstrated experience in strategic and business planning;
- Demonstrated ability to develop and implement operational plans and achieve outcomes;
- Demonstrated knowledge and experience related to relevant funding models and government policy;
- Demonstrated experience in financial management including developing, monitoring and reporting the annual budget;
- Demonstrated experience in community engagement and consumer participation principles to improve care and health outcomes;
- High level of interpersonal communication skills and stakeholder engagement experience;
- Demonstrated ability to lead a culture of care;
- Excellent information technology skills and use of Microsoft applications

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## **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

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## **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 / Manager – Euroa Hospital

**Reviewed by:**

Divisional Operations Director – Subacute and Ambulatory Care

**Issue Date:**

April 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](#)