

# Position Description

<b>Position Title:</b>	Nurse Unit Manager
<b>Reports to:</b>	Director of Nursing - Euroa
<b>Department:</b>	Euroa Hospital
<b>Directorate:</b>	Clinical Operations
<b>Cost centre:</b>	A0360
<b>Code &amp; classification:</b>	Nurse Unit Manager Level 2 (NM11)
<b>Employment conditions:</b>	Nurses and Midwives (Victorian Public Sector) Single Interest Employer Enterprise Agreement 2024 – 2028 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 Nurse Unit Manager reports directly to the Director of Nursing/Manager – Euroa Hospital. The Euroa Hospital manages acute, subacute, Transition Care Program, and Restorative Care patients within a level 4 hospital setting and an Urgent Care Centre.

The Nurse Unit Manager is responsible for providing operational and clinical leadership, management, and direction for the Euroa Hospital. The position works collaboratively with the Director of Nursing / Manager and the multidisciplinary team to ensure the delivery of safe, high-quality and patient-centred care to patients.

The Nurse Unit Manager accepts responsibility for the corporate coordination of Euroa Hospital in the absence of the Director of Nursing/Manager

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## RESPONSIBILITIES AND DUTIES

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

- Maintain capability for practice and demonstrate accountability for decisions, actions, behaviours and responsibilities
- Ensure the delivery of high-quality and patient-centred clinical care in accordance with legislation, the National Safety and Quality Health Service Standards, evidence-based frameworks, and GV Health policies and procedures
- Ensure appropriate recruitment, rostering and allocation of nursing staff, within the agreed operational budget and in accordance with the relevant Enterprise Agreement and Safe Patient Care Act
- Work collaborative with nursing staff to develop continuing professional development plans that enable the team to maintain and develop scope of practice

- Ensure that key performance indicators related to staff development, including Performance and Development Review and mandatory training, are achieved
- Work collaboratively with the Director of Nursing / Manager to develop and maintain a plan for continuous improvement
- Ensure the efficient coordination of discharges and admissions to support patient flow and maximise occupancy
- Respond to and manage clinical and non-clinical emergencies
- Investigate incidents and implement strategies to reduce the risk of harm to patients
- Investigate and respond to complaints and suggestions, and take corrective action as required
- Ensure audits and inspections are completed as directed
- Develop and maintain clinical practice guidelines that are specific to the Euroa Hospital, and contribute towards the review of organisational procedures and practices
- Participate in and / or lead committees and working groups as requested
- Accept responsibility for the corporate coordination of the Euroa Hospital in the absence of the Director of Nursing / Manager
- Maintain a professional portfolio that demonstrates continuing professional development
- Take reasonable care for your personal physical and psychological health and safety, and that of others who may be affected by your acts or omissions
- 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 the appropriate systems, information or services to clinical areas

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## **KEY SELECTION CRITERIA**

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

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

### **Essential:**

- A minimum of six years' post-graduate experience as a Registered Nurse, including a minimum of three years' experience working in a relevant leadership / management position
- Demonstrated ability to provide effective leadership and management, with focus on developing and leading a team that delivers safe, high-quality and patient-centred care
- Current, or commitment to complete as soon as is practicable after commencing employment, adult advanced life support
- Strong communication (verbal and written) and interpersonal skills with the ability to liaise and negotiate effectively with the multidisciplinary team, managers, and other key stakeholders
- Self-motivated to proactively identify areas for development and subsequently complete relevant continued professional development
- Strong computer literacy and knowledge of information technology applications including patient information systems
- Awareness of financial management and budget processes

### **Desirable:**

- Post-graduate qualification in Leadership and /Management

## KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful achievement of:

- Demonstrating of GV Health CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Clinical practice in accordance with the National Safety and Quality Health Service Standards and relevant GV Health policies and procedures
- Reasonable care for your personal physical and psychological health and safety, and that of others who may be affected by your acts or omissions
- Registration is maintained and working within scope of practice
- Rostering and allocation of nursing staff, within the agreed operational budget and in accordance with the relevant Enterprise Agreement and Safe Patient Care Act
- Achievement of nursing staff Performance and Development Review and mandatory training compliance targets
- Investigation of incidents and complaints as per timeframes outlined in relevant GV Health procedures
- 80% attendance and active participation at meetings as required
- 100% compliance with core competencies and training requirements as outlined 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.

**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.

<b>Clinical Operations</b>	<b>Nurse Unit Manager</b>
<b>Reviewed by:</b>	DON of Nursing Euroa
<b>Issue Date:</b>	June 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](#)