

Position Description

Position Title:	Nurse Unit Manager – Tatura Hospital & Parkvilla Aged Care
Reports to:	Manager/Director of Nursing – Tatura Hospital & Parkvilla Aged Care
Department:	Tatura Campus
Directorate:	Clinical Operations
Cost centre:	A0353
Code & classification:	Nurse Unit Manager Level 2 (NM11)
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 Nurse Unit Manager provides operational and clinical leadership, management and direction for Tatura Hospital and Parkvilla Aged Care facility. The Nurse Unit Manager works collaboratively with the Manager/Director of Nursing – Tatura to ensure a high-quality service is delivered to patients and residents.

The Nurse Unit Manager is responsible for the overall delivery of clinical services through innovative models, ensuring quality and evidence-based practice is adhered to. This position involves ensuring the highest quality care, a sound and sustainable financial position, strong staff engagement and support, effective relationships with the community and consumers of care.

EXTERNAL RELATIONSHIPS:

Liases with:

- Local General Practitioners
- Visiting Service Providers
- Tatura Community Reference Group
- Volunteers

INTERNAL RELATIONSHIPS:

Liases with:

- Medical Staff
- Allied Health Staff
- Hotel Services Staff
- Administration Staff
- Engineering/Infrastructure
- Educators

- People and Culture
 - Payroll
 - Senior Management
 - Other Department Heads
-

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to:

- Model and promote the Vision, Mission and values of GV Health
- Act as an Area Warden in an emergency
- Act as a role model for professional excellence
- Ensure adequate allocation and rostering of nursing staff, within agreed operation budget and in accordance with current award and EBA conditions to provide an optimum level of safe patient care.
- Ensure compliance with contemporary human resource management practice and principles including workplace health and safety, employment equity and anti-discrimination requirements
- Be responsible for the recruitment and development of qualified staff within the Unit, including annual performance reviews, accreditation of specific clinical skills and emergency procedures through mandatory training and attendance at relevant training
- Participate in the planning, implementation and evaluation of education and staff development programs, based on identified needs within GV Health
- Ensure the Unit's focus is patient-centred including enabling consumers to participate effectively in their treatment and planning, delivery and evaluation of health services
- Ensure effective open channels of communication with patients/residents, visitors, nursing colleagues, the multi-disciplinary health care team and the affiliated tertiary institutions
- Ensure that high standards of non-clinical support services are developed and maintained in consultation with relevant managers
- Investigate, respond and take corrective action to consumer complaints as required in accordance with GV Health's Complaints Policy
- 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 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

POSITIONS REPORTING TO THIS ROLE

- Associate Nurse Unit Managers
- Registered Nurses
- Enrolled Nurses

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:

- Previous management experience at a minimum Associate Nurse Unit Manager level
- Demonstrated expert clinical leadership, experience and knowledge related to health care
- Experience leading a team, rosters and budgets
- Knowledge of financial and budgetary process
- Demonstrated commitment to quality management and improved health care outcomes
- High level verbal and written communication skills
- Computer literacy at intermediate level

Desirable:

- Minimum of 5 years postgraduate nursing experience
- Postgraduate qualification in management or working towards

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;
- Nursing Home occupancy maintained at a minimum of 95%
- Resident documentation completed and submitted for funding as per legislative requirements

- 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
- 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
- Rostering is completed in accordance with the relevant Enterprise Agreement requirements
- 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.

Clinical Operations	Nurse Unit Manager – Tatura
Reviewed by:	Director of Nursing - Tatura
Issue Date:	May 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](#)