

Position Description

Position Title:	Director of Nursing/Campus Manager
Reports to:	Divisional Operations Director – Subacute & Ambulatory Care
Department:	Waranga Campus
Directorate:	Clinical Operations
Cost centre:	R1013
Code & classification:	Campus DON of Group 8D Campus (RN65)
Employment conditions:	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)

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 / Manager reports directly to the Divisional Operations Director – Subacute and Ambulatory Care within the Clinical Operations directorate. The Director of Nursing / Manager is responsible for the management of acute and residential aged care services, district nursing services, administrative services, hotel support services, maintenance services, and the Community Health Coordinator at Waranga Health.

Waranga Health is located in Rushworth and comprises four (4) acute beds that provide acute hospital, restorative care and palliative care services, and 36 public sector residential aged care beds. The Director of Nursing / Manager is responsible for providing efficient and effective management of the portfolio, ensuring clinical and strategic leadership, implementing risk minimisation, and ensuring continual performance monitoring and quality improvement in the delivery of high-quality and safe patient care. It is the responsibility of the Director of Nursing / Manager to ensure that accreditation, standards and legislative requirements are met.

To ensure optimal outcomes for patients, residents and their carers, the Director of Nursing / Manager is responsible for supporting the implementation of the GV Health clinical governance framework in the quality and safety domains of clinical effectiveness, risk management, effective workforce and consumer participation.

RESPONSIBILITIES AND DUTIES

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

- Model and promote the vision, mission and values of GV Health.
- 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 executive team to deliver on the strategic priorities of the organisation.

- Lead the financial functions of the department including the development and monitoring of, and the reporting on the annual budget.
- Lead the development and provision of the monthly report to the relevant Divisional Operations Director against key performance indicators for financial, human resources, quality and risk objectives.
- Ensure compliance with contemporary human resource management practice 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 requirements, National Safety and Quality Health Service (NSQHS) and Aged Care Quality standards and legislative requirements, and other quality initiative.
- Provide high level leadership and management to program managers to ensure program performance is of the highest standard.
- Prepare and complete aged care resident agreements for permanent and respite care which also includes direct liaison with GV Health finance department
- Ensure the privacy and confidentiality of clients, staff and the organisation.
- 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

- Nurse Unit Manager
- Community Health Coordinator
- Lifestyle Coordinator
- District Nursing Services staff
- Administrative services staff
- Hotel support services staff
- Maintenance services staff

KEY SELECTION CRITERIA

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

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

Essential:

- Relevant tertiary and/or postgraduate qualifications in health management, business, education or health policy.
- Previous experience and record of achievement in a senior management role in acute, aged or community (minimum of 2 years' experience).
- Demonstrated knowledge of funding models and government policy within the health care sector.
- Demonstrated abilities in the development and implementation of operational plans and achieving outcomes.
- Demonstrated knowledge of State and Commonwealth legislation and accreditations.
- Demonstrated sound understanding of community engagement and consumer participation principles and practice.

- Ability to lead a culture of care for patients and staff.
- High level interpersonal communication skills and significant stakeholder management experience.
- An understanding of the principles of financial management, including budget development, monitoring and reporting
- Experience in strategic and business planning, and the ability to develop grant applications.
- Excellent computer skills with the ability to utilise Microsoft Office suite and financial management information systems.

Desirable:

- Membership to relevant professional organisations
- Experience working within the Aged Care setting

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;
- Waranga Health 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.
- Demonstration of appropriate and effective evaluation of all complaints received to the satisfaction of the consumer and be able to identify improvements made from the evaluation
- Successful accreditation under the NSQHS and Aged Care Quality standards, and all other external quality assessment systems.
- 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
- Active participation in the Performance and Development review process

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.

Clinical Operations	Director of Nursing/Campus Manager
Reviewed by:	DOD – Subacute & Ambulatory Care
Issue Date:	July 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](#)