

Position Description

Position Title:	Associate Nurse Unit Manager – Grutzner House
Reports to:	Nurse Unit Manager – Grutzner House
Department:	Psychiatric Nursing Home
Directorate:	Community Care & Mental Health & Chief Allied Health Officer
Cost centre:	H8802
Code & classification:	Associate Nurse Unit Manager Year 1 (NP83) or Associate Nurse Unit Manager Year 2 (NP74)
Employment conditions:	Victorian Public Mental Health Services Enterprise Agreement 2025 – 2028 and its successors, 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 Associate Nurse Unit Manager (ANUM) provides operational and clinical leadership, management and direction to Grutzner House nursing staff, ensuring the delivery of quality patient focused care. The ANUM accepts the responsibility of clinical and corporate co-ordination of the unit in absence of the NUM.

The ANUM is a senior nurse clinician who is accountable for the management of the unit on a shift by shift basis which includes fiscal, HR and Bed management in regards to the nursing roster and unit resources as delegated.

The ANUM is expected to act as an appropriate role model for the nursing team and is part of the Mental Health Service leadership group, and as such is expected to be regarded as a leader in establishing a high standard of nursing care. The ANUM is a member of the multidisciplinary team who works closely with patients and their families to achieve positive treatment outcomes for individuals who have experienced serious mental illness

RESPONSIBILITIES AND DUTIES

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

- Maintain a high level of management skills in order to run the shift as an In Charge and crisis management when necessary.
- Be consumer/ family focused when providing care and attend clinical reviews and family meetings as deemed appropriate.
- Be able to conduct and participate on life style activities for residents and complete the relevant documentation in regards to this.

- Be able to carry out the duties as directed by the Nurse Unit Manager (NUM) and assist the associate nurses ANUMS to deliver care and manage events within a shift as collaborative approach.
- Continuously review existing practices and policies according to evidence-based practice to minimise adverse patient outcomes
- Contributes to creating a team environment, which promotes a positive culture, opportunity for learning and development, safety and welfare of employees and fosters innovation in practice that results in a high level of staff satisfaction, high staff retention rates and low absenteeism
- Collaboratively supports the NUM to explain financial implications of business decisions to staff. Identifies cost effective and efficient approaches to managing resources.
- Displays an ability to analyse situations and make appropriate decisions in a timely manner that meets the needs of patients, staff and organisation.
- Communicates information and expectations in a way that builds effective and collaborative working
- Assists the NUM to ensure that information is available to all staff by utilising a wide range and appropriate modes of communication.
- Demonstrates leadership in situations demanding action
- Maintains a professional demeanour and serves as a role model for all nursing staff. Assists the NUM to create a climate where self-development and improvement is valued.
- Provide quality and safe clinical care for consumers
- Accept accountability for own actions and seek guidance when a situation exceeds experience and/or knowledge.
- Maintain accurate and current clinical records ensuring documentation meets professional and legal standards
- Role model for professional excellence
- Develop and support an effective team environment
- Uphold and protect consumer rights, maintain strict confidentiality and continually practice to the principles of open disclosure
- Ensure the escalation process for promptly reporting vital consumer observations that are outside the normal range as per clinical guidelines is adhered to
- Deputise in absence of the Nurse Unit Manager
- Assisting budgeting
- The ANUM accepts responsibility of clinical and corporate coordination of the unit in absence of the Nurse Unit Manager/ Manager/DON
- Participate in or lead appropriate committees and working parties as requested
- Provides supervision of clinical care provided by all nursing staff in the clinical area
- 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

KEY SELECTION CRITERIA

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

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

Essential:

- Current registration with the Australian Health Practitioner Regulation Agency as a Registered Nurse
- Minimum of 2 years varied experience with demonstrated ability to work with diverse and complex clinical presentations
- Demonstrated expert clinical leadership, experience and knowledge related to health care within a multidisciplinary workforce.
- Excellent communication skills: written, verbal and interpersonal with demonstrated ability to collaborate and work as an effective team member at a local and organisational level to deliver organisational outcomes
- Demonstrated capacity and initiative to work with limited direction
- Self-motivated with high level of organisational and time management skills
- Working knowledge of patient management and information systems.
- Computer literacy at intermediate level.
- Have the ability to work a rotating roster
- Knowledge of current statutory requirements including relevant awards, OH&S
- A clear / satisfactory result from the National Disability Insurance Scheme Worker Screening Check

Desirable:

- Previous management experience at ANUM level
- Post Graduate qualification relevant to mental health or aged care
- Demonstrated experience working in the psychogeriatric nursing field of aged care
- Awareness of financial and budgetary process
- Well-developed middle management skills to assume the role of the Nurse Unit Manager when required
- Tertiary qualifications in Nursing Management, Business or other relevant discipline, working towards same or willingness to complete same

KEY PERFORMANCE INDICATORS**Your performance will be measured through your successful achievement of:**

- Delivers high quality patient care
- Assists with ensuring that all local policies and procedures are current and up to date
- Undertakes reviews of existing practice, local policies and procedures to ensure best practice outcomes.
- Actively supports the NUM with effective management of the department's budget within targets and timelines
- Registration is maintained and working within scope of practice
- 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

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.
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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.

Community Care & Mental Health & Chief Allied Health Officer		Associate Nurse Unit Manager – Grutzner House	
Reviewed by:		Nurse Unit Manager – Grutzner House	
Issue Date:		June2026	

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](#)