

# Position Description

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| <b>Position Title:</b>            | Director of Nursing – Mental Health and Wellbeing                                                                                                                    |
| <b>Reports to:</b>                | Executive Director – Community Care & Mental Health & Chief Allied Health Officer                                                                                    |
| <b>Department:</b>                | MHS Administration                                                                                                                                                   |
| <b>Directorate:</b>               | Community Care & Mental Health & Chief Allied Health Officer                                                                                                         |
| <b>Cost centre:</b>               | H8502                                                                                                                                                                |
| <b>Code &amp; classification:</b> | Registered Psychiatric Nurse, Grade 7 (AI42)                                                                                                                         |
| <b>Employment conditions:</b>     | 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) |

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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 – Goulburn Valley Area Mental Health and Wellbeing Services (DON - GVAMHWS) has a thorough understanding of the registered psychiatric nursing profession, and has responsibility for professional leadership and professional governance of the mental health nursing workforce. The DON – GVAMHWS works closely with the Divisional Operations Director – GVAMHWS (DOD – GVAMHWS and the Divisional Clinical Director – GVAMHWS (DCD – GVAMHWS) for the efficient leadership of the mental health division to achieve and maintain a standard of excellence in clinical practice that reflects the visions and goals of GV health.

The role supports the Executive Director – Community Care and Mental Health and GV Health Chief Nursing and Midwifery Officer, to provide clinical oversight and leadership for GVAMHWS nursing workforce, and to be accountable for clinical leadership concerning implementation of nursing changes and new/improved models of care in line with professional and regulatory standards as delegated. The DON – GVAMHWS has no operational responsibility for bed based or community services, and works collaboratively as part of the mental health senior leadership team to ensure the mental health nursing services are of the highest possible quality across the service to effectively support operations of GVAMHWS.

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## RESPONSIBILITIES AND DUTIES

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

- Promote the development and enhancement of the participation and skills of nurses and other direct-care staff in accepting and responding to changes that are occurring in the development of mental health and wellbeing services.
- Lead/support the mental health nursing workforce and strategic plan as delegated.

- Be responsible for the development and preparation of policy and guidelines pertaining to all aspects of mental health nursing and related direct-care service delivery within GVAMHWS.
- Be responsible for the governance of mental health nursing services and resources, research and strategy, ensuring maintenance of legal, regulatory and professional nursing standards as delegated.
- Ensure the nursing services are of the highest possible quality across the service through establishing effective professional reporting relationships, in collaboration with the DOD – GVAMHWS and DCD – GVAMHWS, between unit, community and Nurse Managers.
- Be responsible for the provision of high-level mental health nursing advice to other members of the service's executive, inclusive of advice regarding adequate resourcing of the mental health nursing clinical function and its associated activities.
- Act as a consultant in escalation and decision making regarding serious mental health nursing workforce performance and conduct matters, and in matters pertaining to health service credentialing and accreditation.
- Conduct/support complex case reviews and lead/support incident reviews.
- Work closely and collaboratively with the Mental Health Senior Leadership Team and the Mental Health Quality Improvement Coordinator to foster a strong culture of transparency, accountability and continuous improvement across Mental Health services.
- Operate as a Clinical supervisor and provide leadership and oversight for clinical supervision practice of the Mental Health nursing workforce.
- Oversight of mental health nursing workforce strategy, recruitment and retention, ensuring that an appropriately skilled nursing workforce is attracted and retained.
- Leadership and governance of best practice and improvement in Mental Health Nursing practice.
- Active participation in Mental Health Senior Leadership team meetings.
- Effective collaboration and consultation with consumers, their families and supporters and Lived and Living Experience Workforce, as part of all responsibilities and duties where relevant.
- Represent Mental Health services on internal and external committees and forums as delegated.

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## **POSITIONS REPORTING TO THIS ROLE**

- Senior Mental Health nurses
- Manager Project ECHO

## **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 as a Registered Nurse
- Post graduate diploma in psychiatric/mental health nursing or to have completed a specialist undergraduate psychiatric/mental health nursing program

### Essential:

- Strong leadership skills that foster a positive team culture and sound working relationships with a range of stakeholders, inclusive of consumers, their families and supporters
- Demonstrated effectiveness as a leader with an ability to initiate, lead and manage change
- Demonstrated abilities in the development and implementation of strategic plans and achieving outcomes
- Demonstrated understanding of the complexities of the Victorian mental health system
- Demonstrated understanding of nursing practice requirements within the Victorian mental health system
- Demonstrated experience in leading quality improvement activities, including establishing and maintaining monitoring of performance indicators and/or outcome measures
- Sound financial and staff/human resource management skills
- Experience in strategic and business planning, and the ability to develop grant applications
- Understanding of health service provision under current state/federal funding models
- Computer literacy at intermediate level for Microsoft applications

### Desirable:

- Post graduate qualifications in health service management, or mental health specialist qualification or working towards same
- Sound understanding of Mental Health services within the GV Health catchment area

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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.
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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.

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| Community Care & Mental Health & Chief Allied Health Officer | Director of Nursing – Mental Health and Wellbeing            |
|--------------------------------------------------------------|--------------------------------------------------------------|
| <b>Reviewed by:</b>                                          | Community Care & Mental Health & Chief Allied Health Officer |
| <b>Issue Date:</b>                                           | July 2026                                                    |

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## ABOUT US

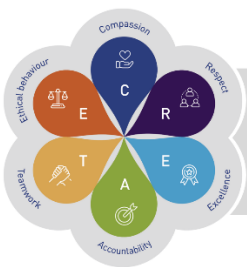
Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also 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:



COMPASSION  
RESPECT

EXCELLENCE  
ACCOUNTABILITY

TEAMWORK  
ETHICAL BEHAVIOUR

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](#)