

POSITION DESCRIPTION

Position Title:	Clinical Nurse Educator
Business Unit/Department:	Community Team
Division:	Mental Health and Wellbeing Services
Award/Agreement:	Victorian Public Mental Health Services Enterprise Agreement
Classification:	Grade 4 – Unit Manager (NP78)
Reports To:	Program Manager
Direct Reports:	N/A
Date Prepared/Updated:	12 December 2025

Position Purpose
<p>Western Health's Mental Health and Wellbeing Service (WH MH&WS) is situated in a growth corridor where continuous development, service expansion, and innovative programs are on the rise. Working within our catchment area offers challenging and rewarding careers, where teamwork, flexibility, and achievement are central to everything we do. We recognise that it takes a team to run a successful service, and we value and support all our team members.</p> <p>The Clinical Nurse Educator (CNE) supports mental health nursing workforce development across community-based mental health services. The role has a primary focus on Entry to Practice (ETP) programs, including graduate nurses, postgraduate nurses and transition programs, with particular emphasis on nurses completing postgraduate qualifications within community mental health settings.</p> <p>The CNE is a supernumerary role and does not hold a clinical caseload. Instead, the position provides on-site education, structured support, clinical supervision and capability development to nurses within non-bed-based services, including community teams and other community programs.</p> <p>The role contributes to safe, high-quality, recovery-oriented nursing practice through education, mentoring and collaboration, and supports broader mental health nursing workforce development initiatives across Western Health.</p> <p>The Clinical Nurse Educator provides education, supervision and workforce development support and does not hold line management, performance management or clinical governance responsibility for staff.</p>
Business Unit Overview
<p>The Division of Mental Health and Wellbeing Services spans across multiple Western Health sites and within the local community and services consumers across the lifespan.</p> <p>The Division has recently been established following a key recommendation from the Royal Commission into Victoria's Mental Health System.</p> <p>Western Health's Mental Health and Wellbeing Service (MH&WS) provides a comprehensive range of specialist mental health services to people residing in the local government areas of Melton, Brimbank,</p>

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<p>Maribyrnong and parts of Hume (Sunbury/Bulla). We deliver specialist clinical programs across Adult Community Services, EMH/PARC/CL Psychiatry, the St Albans Community Care Unit, the Adult Mental Health Rehabilitation Unit, and the Adult Acute Inpatient Unit.</p> <p>The MH&W service is situated in a growth corridor characterised by continuous development, service expansion, and innovative new programs.</p> <p>Our recovery-oriented care is delivered by a skilled multidisciplinary workforce, including lived and living experience workers, with input from consumers and carers. These services include hospital based, community and specialist mental health and wellbeing services for adults, older adults, children and adolescents who are experiencing, or are at risk of developing a serious mental illness.</p> <p>The Division collaborates across a number of Divisions within Western Health and partners with external health services and community services to ensure the provision of Best Care.</p> <p>The Division aims to innovate and develop services and care options across Western Health to ensure Best Care for the community of Western Melbourne.</p>
<p>Key Responsibilities</p> <p>Education and Workforce Development</p> <ul style="list-style-type: none"> • Support and deliver education for mental health nursing Entry to Practice programs within community settings. • Provide on-site education and structured support to ETP nurses to strengthen clinical capability and confidence. • Deliver and contribute to study days, education sessions and learning activities aligned with program objectives. • Support nurses transitioning into community mental health settings, including development and facilitation of tailored education. • Contribute to service-wide mental health nursing workforce development initiatives. <p>Clinical Support and Supervision</p> <ul style="list-style-type: none"> • Provide formal and informal clinical supervision to support reflective practice, learning and capability development, in collaboration with treating teams and within scope of practice. • Support nurses with clinical decision-making, assessments, risk formulation, care planning and recovery-oriented practice. • Mentor nurses in community mental health practice, including physical health monitoring, risk assessment and care coordination. • Ensure key principles and competencies outlined in the Community Mental Health Nurse Transition to Practice Framework are embedded in practice. <p>Collaboration and Consultation</p> <ul style="list-style-type: none"> • Work collaboratively with team leaders, managers and senior clinicians to support nurses' learning and development. • Liaise with the Senior Nurse Consultant and education leads regarding issues impacting ETP nurses or workforce development. • Participate in planning, evaluation and review activities related to nursing education programs. <p>Quality, Safety and Governance</p> <ul style="list-style-type: none"> • Promote safe clinical practice and psychologically safe learning environments. • Identify training needs and support completion of mandatory and role-specific education. • Participate in audits, evaluations and service improvement activities related to education and workforce development. • Ensure risk management processes are followed, incidents are reported, and learning is embedded into practice. <p>Leadership and Professional Practice</p>

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- Work autonomously with a high level of accountability and professional judgement.
- Model recovery-oriented, person-centred and values-based practice.
- Contribute to a positive team culture that supports learning, wellbeing and professional growth.
- Maintain professional development, registration and compliance with mandatory training requirements.

Key Performance Indicators (KPIs)

- Effective support and progression of nurses within Entry to Practice programs.
- Positive feedback from nurses receiving education and supervision.
- Timely delivery of education sessions and study days.
- Demonstrated contribution to nursing workforce capability and retention.
- Compliance with supervision, documentation and mandatory training requirements.
- Achievement of KPIs is monitored at a program level and influenced by service, workforce and organisational factors.

About You:

You are an experienced mental health nurse with a strong commitment to community-based, recovery-oriented practice and developing others to grow safely and confidently in their roles.

You enjoy supporting nurses as they transition into community mental health settings and understand the challenges of balancing learning, risk management and real-world practice. You bring a calm, supportive and practical approach to education, and you are comfortable providing both guidance and constructive feedback.

You work well autonomously and are highly organised, able to manage competing priorities across multiple teams and locations. You build respectful, collaborative relationships with nurses, team leaders and managers, and communicate clearly and professionally in both written and verbal settings.

You value reflective practice, psychological safety and learning cultures that support wellbeing as well as clinical competence. You model professional accountability, curiosity and kindness, and you are committed to continuous learning for yourself and those you support.

Your Experience

- Demonstrated experience working as a registered psychiatric/mental health nurse within public community mental health services.
- Experience supporting graduate, postgraduate or transitioning nurses within clinical practice, education or supervision roles.
- Sound understanding of community mental health models of care, including recovery-oriented practice, risk assessment and care coordination.
- Experience providing clinical supervision, mentoring or preceptorship to support reflective practice and professional development.
- Ability to translate theory into practical, workplace-based learning that supports safe and effective nursing practice.
- Experience working collaboratively with team leaders, managers and multidisciplinary teams to support workforce development.
- Demonstrated ability to work autonomously, manage competing priorities and adapt education approaches to different learning needs.
- Experience contributing to education programs, study days or training initiatives within a mental health service.
- Strong communication and documentation skills, with the ability to provide clear feedback and guidance.

Please note that duties and responsibilities may be adjusted from time to time to meet team and service needs, as directed by the manager

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

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Key Working Relationships
<p>Internal</p> <ul style="list-style-type: none"> • Director of Mental Health Nursing • Senior Coordinator – Mental Health Nursing Education • Area Senior Nurse Consultant • Community Team Managers and Team Leaders • Mental Health Nursing Workforce Development Unit • Multidisciplinary Community Mental Health Teams <p>External</p> <ul style="list-style-type: none"> • Education providers and training partners • Professional bodies and networks
Selection Criteria
<p>Formal Qualifications</p> <p><i>Registered Psychiatric Nurses:</i></p> <ul style="list-style-type: none"> • Registration as a registered nurse under the Australian Health Practitioner Regulation National Law Act (2009) with the Nursing and Midwifery Board of Australia. • Bachelor's degree in Psychiatric/Mental Health Nursing or equivalent, or, bachelor's degree in nursing plus a Postgraduate qualification in Psychiatric/Mental Health Nursing. <p>Essential</p> <ul style="list-style-type: none"> • Minimum five years' experience as a Registered Psychiatric Nurse, including at least two years in a community mental health setting. • Demonstrated experience in clinical supervision, precepting or education of nursing staff. • Ability to develop, implement and evaluate professional development activities. • Strong written, verbal and interpersonal communication skills. • Ability to work autonomously and manage competing priorities in a complex organisation. • Demonstrated commitment to recovery-oriented, person-centred practice. • Current Victorian Driver Licence. <p>Desirable</p> <ul style="list-style-type: none"> • Certificate IV in Training and Assessment. • Experience working within public community mental health services.
Additional Requirements
<p>All employees are required to:</p> <ul style="list-style-type: none"> • Obtain a police / criminal history check prior to employment • Obtain a working with children check prior to employment (if requested) • Obtain an Immunisation Health Clearance prior to employment • Report to management any criminal charges or convictions you receive during the course of your employment • Comply with relevant Western Health clinical and administrative policies and guidelines. • Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures • Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health

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- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (Occupational Health and Safety Regulations 2022 (Vic), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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