

POSITION DESCRIPTION

Position Title:	Associate Nurse Unit Manager
Business Unit/Department:	Newborn Services
Division:	Women's & Children's Services
Award/Agreement:	Nurses & Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	ANUM - Year 1 to Year 2 (YW11 to YW12)
Reports To:	Nurse Unit Manager
Direct Reports:	In the absence of the Nurse Unit Manager: Registered Nurses and midwives
Date Prepared/Updated:	11 December 2025

Position Purpose

The Associate Nurse Unit Manager (ANUM) fulfils the roles and responsibilities of the Registered Nurse, demonstrating expert knowledge and skills while assuming a prominent management focus in Newborn Services.

The ANUM is an integral member of the Newborn Services management team, assisting the Nurse Unit Manager in the course of their duties to ensure provision of nursing care that is excellent in quality and consistently patient centred while achieving effective operational management of the clinical environment.

As a professional, the ANUM is accountable for:

- The maintenance of their own clinical knowledge, further education and working within the confines of their specific scope of practice at all times, in accordance with the boundaries set by their experience and skills.
- Ensure that they are registered to work as a Registered Nurse in Australia at all times whilst working as a nurse within Western Health.

The ANUM assists in managing the nursing and related resources available to Newborn Services, acts as a role model in setting the clinical standards and achieving high quality evidence based nursing care, fosters the development of cooperative professional relationships with the multidisciplinary health care team, and facilitates a working environment which provides professional development and job satisfaction for all staff.

The ANUM assumes the responsibilities and authority of the Nurse Unit Manager in their absence and as such is able to assume the administrative operation of Newborn Services.

Business Unit Overview

Women's & Children's Services is responsible for the provision of in-patient and ambulatory care across maternity, gynaecology, neonatal and paediatric services. The division provides both elective and emergency care. Women's & Children's aims to ensure the provision of safe, coordinated, person-centred, right care

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through a consistent, multi-disciplinary partnership approach. Women's & Children's services at WH continues to expand and develop to meet the region's population growth, care complexities and demand. The service has seen significant growth over the last 4-5 years across all program areas in assisting to meet regional support requirements.

In 2023/24:

- 7,205 total babies were born; on average 19-20 babies per day
- 6,589 babies were born at Sunshine Hospital
- 616 babies were born at Bacchus Marsh Hospital
- 1,594 neonates accessed Newborn Services
- 2,980 women accessed inpatient Gynaecology services
- 3,542 children were admitted
- 28,722 children were cared for in the Sunshine Hospital Emergency Department
- 167,065 episodes of ambulatory care were provided

The Division of Women's & Children's Services provides care across a number of sites within the Western catchment, predominantly at Sunshine, but also at Sunbury and within the local community. 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.

The Division will continue to innovate and develop services and care options across Western Health to ensure Best Care for the community of Western Melbourne.

The Department of Obstetrics and Gynaecology has over 30 specialists and 24 registrars. Whilst most specialists are general obstetricians and gynaecologists, subspecialty services include gynaecological oncology, urogynaecology, maternal fetal medicine, COGU and infertility. There is a team of advanced laparoscopic surgeons and specialists with an interest in sexual and reproductive health, colposcopy, EPAS and adolescent gynaecology. We have over 55 theatre lists per month.

Key Responsibilities



Leadership

- Work collaboratively within the nursing team model of care using delegation, supervision, coordination, consultation and referrals
- Take accountability for own actions and others under direction and sphere of responsibility
- Role model behaviours consistent with the professional Code of Conduct and organisational values and challenge others when their behaviour does not meet expectations
- Lead by example, and motivate staff to strive for excellence
- Demonstrate initiative in supporting early career and less experienced staff
- Contribute to peer feedback and engage in appraisals for early career staff, as directed by your manager
- Work within and towards the Nursing and Midwifery workforce plan



Research

- Use evidence to support improvement to consumer care and practice
- Be curious about ways to improve practice and outcomes
- Promote evidence based practice and share findings at internal and external forums
- Participate in quality and research projects as appropriate



Evidence Based Practice

- Using evidence-based practice, participate in evaluation of the progress of individuals and groups towards expected outcomes and reformulation of care plans.
- Be familiar with local and organisational policies, procedures and guidelines

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- Contribute to adverse event investigations, and undertake individual and team-based reflective practice
- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in nursing practice
- Participate in new initiatives to enhance patient and consumer outcomes and experience, or staff employment outcomes and experience
- Act to ensure safety by managing clinical risk and intervene, as necessary, to achieve optimal outcomes for patients/consumers and teams
- Be aware of Western Health's Strategic Priorities, and ensure activities align with these priorities



Education & Learning

- Participate in ongoing learning opportunities
- Contribute to the updating of educational information provided to patients and consumers, and their families and carers
- Support new staff through the orientation buddy role or formal preceptorship
- Provide timely informal and formal feedback to students, early career and novice staff
- Showcase work and improvement activities
- Exchange and share information with colleagues via informal or formal forums such as huddles, inservices, presentations, education forums, team meetings.
- Contribute to the education of other professionals, for example by providing or coordinating inservice education program or projects for the unit as per CNS classification criteria
- Develop, implement and evaluate learning plans for graduate, and student nurses, consumers and their significant others that meet their learning needs and facilitate informed decision making
- Participate in organisational committees/working groups as required
- Maintain membership of relevant professional body



Clinical Expertise

- Assess the clinical, non-clinical and social needs, including the identification of 'at risk' consumers and record with appropriate and accurate documentation in the consumers history and care plan and implement consumer specific risk minimisation strategies
- Perform nursing interventions while demonstrating a high level of clinical decision making, in particular in problem identification and solution, and analysis and interpretation of clinical data, leading to independence of action
- Recognise changes in consumers' condition and take necessary action including reporting and escalation seeking appropriate assistance
- Accurately reflect the consumers requirements, outcomes or events within prescribed Western Health documentation, ensuring all legal requirements are met in regards to legibility of content and identity of reporter in accordance with Western Health policies and procedures
- Effectively develop discharge plans that reflect the needs of consumers and their significant others and demonstrates an understanding of the role of community providers
- Role model best practice and reference latest research, act as a resource person to others
- Identify clinical practice improvement opportunities and discuss with your manager
- Demonstrate accountability and responsibility for care delivered
- Identify potential issues relating to practice that may require investigation so as to improve clinical standards and critically review outcomes of nursing practice
- Perform other nursing duties as required

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.

Key Working Relationships

Internal:

- Divisional Director
- Operations Manager

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- Director of Nursing
- Nurse Unit Manager
- Associate Nurse Unit Manager
- Other nursing staff
- Allied health
- Unit medical officers

External:

- Consumers, families and others as required
- Community services providers

Selection Criteria

Essential:

- Successful completion of a Bachelor of Nursing qualification or equivalent
- Current registration as a Registered Nurse with AHPRA
- Possess a Post Graduate qualification in Neonatal Intensive Care or equivalent, and a minimum 3 years' current experience working in an intensive care environment
- Be contracted to either full-time or part-time employment responsible for clinical nursing duties
- Demonstrate advanced clinical skills in neonatal intensive care nursing
- Demonstrate effective organisational skills, particularly with respect to time management, delegation and supervision
- Have well developed written and verbal communication skills
- Have highly developed interpersonal skills
- Demonstrate an ability to practice collaboratively as part of a multi-disciplinary health care team
- Demonstrate evidence of undertaking professional development activities to maintain and enhance nursing expertise
- A commitment to high quality, safe and person-centred consumer care
- Possess knowledge of relevant legislation, policies and human resource procedures
- Be innovative, resourceful and adaptable to change.

Additional Requirements

All employees are required to:

- 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
- 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 (OHS Regulations 2017), 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, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2023

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- 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 and 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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