

## POSITION DESCRIPTION

<b>Position Title:</b>	Co-ordinator
<b>Business Unit/Department:</b>	Nursing and Midwifery Workforce Unit (NMWU)
<b>Division:</b>	Nursing & Midwifery
<b>Award/Agreement:</b>	Nurses and Midwives (Vic Public Sector) (Single Interest Employers)
<b>Classification:</b>	Grade 4B / NM5D
<b>Reports To:</b>	Manager, Nursing and Midwifery Workforce Unit
<b>Direct Reports:</b>	Nil
<b>Date Prepared/Updated:</b>	14 January 2026

### Position Purpose

The Coordinator is an integral member of the Nursing and Midwifery Workforce unit management team facilitating the provision of nursing & midwifery staff to ensure provision of care that is excellent in quality and consistently patient centered.

As a professional Registered Nurse or Midwife, the Coordinator 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 skill.
- Ensuring that they are registered to work as a Registered Nurse and/or Midwife in Australia at all times whilst working within Western Health and practice in alignment with Nursing & Midwifery Board of Australia (NMBA) Registered Nurse or Midwife Standards for Practice (as relevant)

Working collaboratively with the NMWU team, the Coordinator role assists the management team to achieve the operational objectives of the NMWU which include, but are not limited to:

- leading and managing centralised recruitment,
- managing the supplementary staff groups inclusive of facilitating innovative recruitment and retention models, human resource requirements and interactions
- ensuring operational effectiveness of bank and pool, agency and other subsets of casual staffing which fall under the jurisdiction of the NMWU
- developing strategies related to the employment and use of supplementary staff, to address and where possible prevent the effects of EFT deficit in identified areas
- facilitating the achievement of all NMWU workforce goals including undertaking nursing and midwifery projects in liaison with relevant key stakeholders

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## Business Unit Overview

The Nursing & Midwifery Workforce unit provides a dynamic and proactive service which encompasses;

- The placement of all casual and pool Nurses and Midwives into short and mid-term vacancies
- The management of nurses and midwives who may be temporarily or permanently displaced due to service changes or interruptions.
- Providing a first point of contact for all enquiries by Nurses and Midwives and Health Care Workers who may consider working with Western Health
- Managing recruitment of Grade 2 Registered Nurse & Midwives and Enrolled Nurse positions, Registered Undergraduate Students of Nursing / Midwifery (RUSON/Ms) and Health Care Workers (HCW) across the organisation.
- Providing data on the management of rosters, vacancy filling and use of non-permanent staff.
- Monitoring Professional registration of all nurses/Midwives employed at Western Health
- Coordination of changes in scope of practice
- Undertaking Nursing and Midwifery workforce projects

## Key Responsibilities



### Leadership

- Role model the Western Health values and behaviours when carrying out duties and in dealing with staff, consumers and colleagues
- Role model high standards of professional conduct and an ongoing commitment to sustaining and strengthening performance and accountability across the organisation
- Lead by example, and motivate staff to strive for excellence with acknowledgement of high performance through rewards and incentives
- Take accountability for own actions and others under directions and sphere of responsibility
- Ensure an excellent standard of service is offered
- Provide guidance and direction for bank and pool nursing and midwifery staff
- Exhibit a high level of emotional self-control and flexibility in complex, changing, and/or ambiguous situations and when confronted with challenges
- Facilitate stakeholder understanding and engagement with nursing & midwifery workforce planning



### Research

- Lead quality or practice improvement initiatives at local level
- Foster a culture of research and innovation by nurturing reflective practice, encouraging employees to undertake research
- Apply research evidence to clinical practice, use well developed strategies to inform practice in the absence of high level evidence
- Participate and contribute to improvement of policies, procedures and protocols and identify potential issues and opportunities for improvement. Ensure clear operating procedures are documented



### Evidence Based practice

- Monitor incident reports relating to supplementary staff, initiating follow up actions as required and report to key stakeholder
- Provides data on the management of nursing and midwifery EFT, vacancy filling and use of supplementary staff. Analyse patterns and trends and make recommendations to improve workforce management and productivity for Western Health.
- Review, analyse and monitor relevant KPI's as required
- Be familiar and comply with local and organisational policies, procedures and guidelines
- Be aware of Western Health's Strategic Priorities, and ensure activities align with these priorities

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- Initiate innovations that support continuous improvement
- Facilitate accreditation preparation and readiness at the local level
- Contribute to modifications to policies, procedures and protocols based on evidence based research and identify areas of practice that need improvement and implementing strategies to improve them.
- Comply with confidentiality obligations with regard to staff, consumers and colleagues



### Education & Learning

- Develop and foster a learning culture, act to ensure processes, frameworks and/or support tools are in place for enhanced learning through reflection
- Exchange and share information from participation in meetings, seminars and conferences with staff and colleagues. For example via huddles, in-service presentations, education forums and team meetings
- Implement sustainable models of education and training for supplementary staff, including access to professional development and post graduate qualifications
- Provide appropriate, consistent and equitable management of mandatory training, staff performance and clinical education. Ensure all staff have an annual Professional Development Plan each year
- Ensure a system of work planning and development is in place for all staff to receive regular feedback, coaching and professional development opportunities



### Clinical expertise

- Communicate, work collaboratively and promote effective communication within the team in the planning, implementation and evaluation of work outcomes and administrative operation
- Enable sufficient nursing and midwifery staffing resources availability to fill short term shift deficits, including utilisation of Agency staff
- Implement and facilitate the centralised recruitment process for Grade 2 Registered Nurse & Midwives and Enrolled Nurse positions, Registered Undergraduate Students of Nursing / Midwifery (RUSON/Ms) and Health Care Workers (HCW) across the organisation.
- Demonstrate an understanding of the current Enterprise Agreement and the Safe Patient Care Act
- Manage Pool rostering ensuring all rosters comply with the Western Health roster guidelines
- Manage workforce metrics and meet KPIs e.g. excess leave, personal leave rates
- Ensure compliance of bank and pool staff with mandatory competency and training requirements
- Assist Manager with performance development plans and compliance
- Assist Manager with performance management of supplementary staff
- Manage OH&S coordination and return to work facilitation related to supplementary staff ensuring Western Health's obligations are met
- Assist with Pool and Bank deployment into temporary roles while units are recruiting to EFT
- Be involved in innovative workforce models for graduates, nurses and midwives
- Participate in management of the recruitment, orientation and retention of employees
- Facilitate peer support, debriefing and counselling for employees when required
- Understand and manage operating platforms and systems utilised by the NMWU for management of supplementary staff
- Act in the role of Incident Commander at Williamstown Hospital on a Rostered basis
- Other duties as directed by NMWU management, in line with Western Health policy and procedures

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:

- Manager, NMWU
- Deputy Director Nursing & Midwifery, Workforce
- Director Nursing & Midwifery, Workforce
- NMWU team
- Supplementary staff – nurse bank and nurse pool employees

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- Workforce Planning and Development team
- People and Culture team
- Nurse / Midwife Unit Managers
- After Hours Administrators
- Nursing and Midwifery education team

**External:**

- Workforce managers – metropolitan health services
- Nursing agencies and supplied agency staff
- Western Health applicants

## Selection Criteria

### Essential

- Registration as a Registered Nurse and/or Midwife with AHPRA
- Recent management experience
- Hold relevant post graduate qualifications or be working toward same
- Demonstrated well developed interpersonal and communications skills including negotiation skills
- Demonstrated ability to work collaboratively as part of the multidisciplinary team
- Experience in contemporary recruitment and selection practices
- Experience in performance management, grievance and disciplinary procedures
- Ability to use management information systems for resource management and reporting
- Computer literacy including working knowledge of RosterOn or similar rostering systems
- Health sector experience and knowledge of relevant legislation, policies and human resource procedures pertinent to Nursing and Midwifery
- Be innovative, resourceful and adaptable to change

### Desirable

- Utilisation of an allocations system for supplementary staff

## 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), Occupational Health and Safety (Psychological Health) Regulations 2025, 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 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
- 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: [Click here to enter the Employee's name.](#)

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[Click here to enter a date.](#)

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