

POSITION DESCRIPTION

Position Title:	Associate Nurse Unit Manager
Business Unit/Department:	Western Inpatient Unit
Division:	Mental Health & Wellbeing Services
Award/Agreement:	Victorian Public Mental Health Services Enterprise Agreement
Classification:	RPN Grade 3, Year 3/ANUM Year 1 to RPN Grade 3, Year 4/ANUM Year 2 (NP83 to NP74)
Reports To:	Program Manager
Direct Reports:	N/A
Date Prepared/Updated:	8 May 2026

<p>Position Purpose</p> <p>The Associate Unit Nurse Manager (ANUM) is a core member of the nursing leadership team and the multidisciplinary team. The ANUM is responsible for providing leadership, coordination, and support to nursing staff on their allocated shifts. The role requires the allocation of workload, and clinical support to nursing staff, leadership to resolve any concerns or incidents that may arise, communication with key internal and external stakeholders, consumers, families and carers, and ensuring a safe environment is maintained. The ANUM is a professional and clinical role model for all staff in setting clinical standards and achieving high quality evidence-based nursing care.</p> <p>The ANUM will demonstrate advanced clinical knowledge and skills to foster an environment that embodies critical thinking, reflection and professional development in order to support processes, policy and practice that promote recovery principals.</p>
<p>Business Unit Overview</p> <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. The Western Health catchment includes the local government municipalities and growth areas of Brimbank, Sunbury, Maribyrnong and Melton.</p> <p>Our recovery-oriented approach to care is provided by a multidisciplinary workforce comprising skilled clinicians, 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>

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

Key Responsibilities



Leadership

- Provide shift leadership, coordination and support to the nursing team and consumers on the unit to ensure all consumer care needs are met, appointments are coordinated, workflow is achieved and appropriate management of staffing requirements.
- Support clinicians to identify and respond to deterioration and appropriately escalate/action concerns in a timely manner. Provide risk and mental state assessments and document as appropriate including risk reduction strategies.
- Lead the team and coordinate the shift by prioritising demands including bed flow and psychiatric/medical emergencies.
- Manage underperformance and provide both verbal and written feedback where appropriate. Escalate concerns to the appropriate person CNE, Team Leader or NUM.
- Act in the role of NUM as required during times leave periods.
- Support bed access and management after hours and when Transition Discharge Coordinator is not available. Support WIPU to meet key performance indicators of post-discharge follow-up as required.
- Address and manage complaints and assist with resolution. Provide information to consumers and carers about feedback processes which provide valuable information to improve our service.



Research

- Provide information to consumers and carers about feedback processes which provide valuable information to improve our services (e.g. feedback forms, experience of care discharge survey and other feedback methods)
- Use evidence to support improvement in 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

- Ensure that consumers' and carers rights are upheld, including statutory rights under the Mental Health and Wellbeing Act 2022 and provide information to consumers and families about their rights under the Mental Health and Wellbeing Act 2022
- Lead and contribute to the development of safety plans with consumers in the Intensive care Area (ICA).
- Demonstrate leadership in evidence-based practice in reducing restrictive intervention reduction planning including the use of sensory modulation as an alternative to restrictive intervention practices.
- Lead SafeWards activities which aim to reduce the communication barriers between staff and consumers and reduce issues related to conflict and containment.
- Using evidence-based practice, participate in the evaluation of the progress of individuals and groups towards expected outcomes and reformulation of care plans.
- Apply advanced assessment and clinical decision-making skills to support the safety of consumers admitted to the unit; and identify the most appropriate level of nursing care, the best environment within the unit and consider the least restrictive options and consumer's preference.
- Be familiar with local and organisational policies, procedures and guidelines
- Contribute to adverse event investigations, and undertake individual and team-based reflective practice
- Participate and contribute to the improvement of policies, procedures and protocols and identify areas of improvement in nursing practice
- Participate in new initiatives to enhance consumer outcomes and experience, or

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staff employment outcomes and experience

- Act to ensure safety by managing clinical risk and intervene, as necessary, to achieve optimal outcomes for consumers and teams
- Be aware of Western Health's Strategic Priorities, and ensure activities align with these priorities



Education & Learning

- Demonstrate responsibility for Continuing Professional Development (CPD) of self and actively maintain a CPD portfolio and required by professional standards
- Participate in ongoing learning opportunities
- Participate in regular work planning with the NUM or with a discipline senior
- Participate in individual and group supervision
- 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
- Contribute to the professional development of Nursing staff and develop objectives designed to improve Psychiatric Nursing competencies
- Provide support for the Graduate, Postgraduate, and undergraduate nurses in their role development
- Liaise with the Clinical Nurse Educator in developing a structure to provide ongoing supervision and support to RPN2 nurses, and emerging leaders.
- Showcase work and improvement activities
- Provide timely informal and formal feedback to students, early career and novice staff
- Seek feedback on your work including participation in the annual performance discussion
- Exchange and share information with colleagues via informal or formal forums such as huddles, in-services, presentations, education forums, team meetings
- Support the transition and implementation of the new mental health and wellbeing act 2022.



Clinical Expertise

- Provide appropriate mental health support, care, treatment and interventions to consumers
- Observe and assess the mental, emotional, physical, social and spiritual needs of mental health consumers, 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
- Recognise the symptoms of mental ill-health and distress, and their clinical significance to safety and recovery
- Identify clinical risks and formulate appropriate management in consultation with the multidisciplinary team
- Formulate and regularly evaluate/modify care plans for each consumer including all therapeutic measure prescribed and carry out the plan in cooperation with other members of the multidisciplinary team
- Collaborate with consumers and their families, carers and significant others when formulating recovery care plans
- Work within and actively engage in the Safewards model of care
- Participate in and, where appropriate, carry out treatment prescribed by medical staff and the effects thereof
- Display nursing skills that will be effective in alleviating consumer's distress which can manifest in challenging or at-risk behaviour
- Meaningfully communicate with individuals and groups to develop consumer's and families understanding of mental health and recovery
- Utilising helping skills therapeutically in caring for mental health consumers by being available, listening, clarifying, concentrating, conveying empathy and encouraging supported decision making
- Communicate consumer's progress or concerns actively with the multidisciplinary team to promote consumer's recovery and safety, including handovers

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- Demonstrate accountability and responsibility for care delivered
- Recognise changes in consumers' condition and take necessary action including following reporting and escalation protocols per Western Health policy and procedure
- Accurately reflect the consumers requirements, outcomes or events within prescribed Western Health documentation, ensuring all legal requirements are met including legibility of content and identity of reporter, relevant documentation compliant with requirement of the Mental Health and Wellbeing Act 2022, and in accordance with Western Health policies and procedures
- Effectively contribute to discharge plans that reflect the needs of consumers and their significant others and demonstrates an understanding of the role of community providers
- Identify practice improvement opportunities and discuss with your 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.

Key Working Relationships

Internal:

- Director of Nursing
- Program Manager
- Team Leader / Unit Manager
- Associate Nurse Unit Managers
- Clinical Nurse Consultants
- Nurse Practitioners
- Clinical Nurse Educators
- Mental Health Intensive Care Response (MHICAR)
- Senior Mental Health Nurse
- Admissions / Discharge coordinator
- Access Coordinator
- Multidisciplinary team – nursing, medical, allied health and lived experience workers
- Lead Consultant and medical staff
- Other clinical teams
- Administration staff
- Support services – food, domestic, pathology
- Drug Health Services
- Aboriginal Health Unit
- People, Culture and Safety Services
- Security

External:

- Relevant Mental Health Networks
- Community services and primary care providers – GPs, Private Psychiatrists, AOD Services, Mental Health Community Support Services
- Mental Health Complaints Commissioner
- Safer Care Victoria
- Office of the Chief Psychiatrist
- Independent Mental Health Advocacy (IMHA)
- Victorian Mental Illness Awareness Council
- Centre of Mental Health Learning
- Consumers, families and others as required

Selection Criteria

Essential

- Current registration as a Registered Nurse with AHPRA
- Post graduate qualification in mental health nursing or equivalent
- At least three years' experience working in a clinical mental health setting, preferably an

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acute setting

- Demonstrated understanding of working with mental health consumers, including appropriate supports, therapeutic engagement, assessment and evidence-based interventions.
- Demonstrated understanding of safe planning and interventions to support people who are acutely distressed or experiencing acute signs and symptoms of mental state deterioration
- Knowledge of recovery-oriented care and trauma-informed care frameworks
- Ability to work with, communicate and engage consumers, families and carers from diverse backgrounds
- Sound working knowledge of the Mental Health and Wellbeing Act 2022
- Demonstrated understanding of confidentiality and privacy relating to consumer care
- Demonstrated ability to record accurate and concise documentation within a consumer's medical record
- Demonstrated capacity and initiative to lead and work with limited direction
- Ability to problem-solve, negotiate and communicate with a range of staff and other service providers
- Proven ability to provide professional supervision and contribute to practice-based improvement processes
- Demonstrate an ability to practice collaboratively as part of a multi-disciplinary healthcare team
- Demonstrate evidence of undertaking professional development activities to maintain and enhance nursing expertise
- A commitment to practice in a manner which reflects Western Health values

Desirable

- Current driver's license
- Ability to speak a community language
- Experience and knowledge of women's mental health
- Currently working in a nursing leadership role or experience

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, Part 5A of the Family Violence Protection Act 2008 and Part 6A of the Child Wellbeing and Safety Act 2005.

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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
- 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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