

## POSITION DESCRIPTION

<b>Position Title:</b>	Associate Nurse Unit Manager
<b>Business Unit/Department:</b>	Williamstown Operating Suite
<b>Division:</b>	SEAS
<b>Award/Agreement:</b>	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
<b>Classification:</b>	RN ANUM Year 1 – 2 (NM 1.1 or 1.2)
<b>Reports To:</b>	Nurse Unit Manager
<b>Direct Reports:</b>	In the absence of the Nurse Unit Manager: Registered Nurses, Enrolled Nurses and Registered Undergraduate Students of Nursing (RUSONs)
<b>Date Prepared/Updated:</b>	5/06/2025

### 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 the ward/unit.

The ANUM is an integral member of the ward/unit 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 consumer 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 skill.
- Ensuring that they are registered to work as a Registered Nurse in Australia at all times whilst working as a Nurse within Western Health and practice in alignment with Nursing & Midwifery Board of Australia (NMBA) Registered Nurse Standards for Practice.

The ANUM assists in managing the nursing and related resources available to the ward/unit, 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 employees.

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 the ward/unit.

The ANUM will contribute to providing quality health and well-being services for our consumers demonstrating competent to expert behaviours across the five domains of leadership, research, evidence-based practice, education & learning and clinical expertise as identified in the Western Health Nursing and Midwifery Professional Practice Framework.

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## Business Unit Overview

The Division of Peri Operative and Critical Care Services is responsible for the provision of both elective and emergency surgical procedures with an emphasis on increasing the number of patients admitted on the day of surgery and as day cases. Our services comprise of four acute public hospitals: Footscray Hospital, Sunshine Hospital (including Joan Kirner Women's and Children's), Williamstown Hospital and Bacchus Marsh & Melton Hospital. We also operate Sunbury Day Hospital, Hazeldene Transition Care, Grant Lodge Residential Aged Care, as well as community health centres in Melton, Caroline Springs and Bacchus Marsh and a range of community-based services.

Services are managed across Footscray, Sunshine including Joan Kirner, Williamstown and Sunbury campuses and incorporate an adult obstetric and paediatric case mix. There are six operating theatres at Footscray which manage patient's care from a wide range of minor and major procedures for adult patients. These services are supported by Critical Care services. Sunshine Operating Suite / Day Procedure Unit manage patient's admissions pre and post procedural/operative care; theatre or day procedure intervention and post procedural/operative care. There are six operating theatres and two procedure rooms which accommodate a wide range of minor and major procedures including general surgery, plastic, vascular, paediatrics, ENT and breast surgery with an adult and paediatric case mix. The Williamstown Operating Suite offers four operating theatres and is an elective surgery facility that manages patient's care from a number of surgical disciplines. This includes orthopaedics, urology, ENT and general surgery. The Sunbury Operating Suite offers two operating theatres and is an elective surgery facility that manages patient's care from a number of surgical disciplines. This includes ophthalmology, general surgery, plastics and endoscopy services. The Joan Kirner Operating Suite offers a DOSA unit, 4 operating theatres and a procedure room. The unit manages elective and emergency obstetrics, gynaecology and orthopedics.

## Key Responsibilities



### Leadership

- Lead, support, direct and motivate employees in the provision of high quality, evidence based and culturally sensitive consumer care in accordance with the care model of the ward/unit and Western Health
- 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
- In the absence of the Nurse Unit Manager, provide a first point of contact in all areas of conflict and apply conflict resolution skills when dealing with problems involving all levels of employees, consumers and their significant others and the public
- Facilitate peer support, debriefing and counselling for employees when required
- Participate in the management of the recruitment, orientation and retention of employees by fostering increased flexibility in work patterns, supporting recruitment practice changes and assisting in developing and implementing succession planning
- Contribute to peer feedback and engage in appraisals of nursing staff, as directed by your manager
- Assume the roles and responsibilities of the Nurse Unit Manager in their absence and assume a portfolio as designated by the Nurse Unit Manager
- Consider budget constraints and exercise financial responsibility when compiling rosters and replacing employee shortfalls and initiate and monitor strategies to effectively manage leave allocation and absenteeism
- Work within and towards the Nursing and Midwifery Workforce Plan

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## 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
- 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 potential issues in nursing practice and areas of improvement in clinical standards. Critically review outcomes of 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
- Support new staff through the orientation and preceptorship
- Showcase work and improvement activities
- Provide timely informal and formal feedback to students, early career and novice staff
- Assist with maintenance of records and documents relating to the performance and development of all employees
- Contribute to the updating of educational information provided to patients and consumers, and their families and carers
- Exchange and share information with colleagues via informal or formal forums such as huddles, in-services, presentations, education forums, team meetings.
- In consultation with the multidisciplinary team develop, implement and evaluate teaching or learning plans for employees, consumers and their significant others that meet their learning needs and facilitates informed decision making



## Clinical expertise

- Floor coordinator role
- Delegate to employees rostered for each shift, the delivery of consumer care on the basis of workload prioritisation and employees' level of experience
- Supervise employees and act appropriately to immediately manage any behaviour that does not meet policy and procedure, ensuring safe consumer care
- Facilitate and perform nursing interventions within professional standards and boundaries and ensure all employees adhere to the same standards
- Evaluate the quality of service provision through the comparison of consumer outcomes against key performance indicators relevant to the specialised nature of the clinical area
- Coordinate, direct and, where appropriate, provide consumer care as outlined in the key accountabilities for a Registered Nurse
- Coordinate discharge planning in liaison with medical and allied health as well as hospital/community services

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- Role model best practice and reference latest research
- Identify clinical practice improvement opportunities and discuss with your manager
- Participate in the development of the clinical area business and submission of proposals for grant/special projects funding where required
- Contribute to the maintenance of records relating to consumer throughput, bed utilisation, employee utilisation and management of consumable and non-consumable items, as requested
- Participate in the analysis and management of the ward/unit budget and review, analyse and monitor relevant KPI's as requested
- Ensure accuracy of RosterOn on a daily basis, adjust and authorise accordingly
- 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:

- Nurse Unit Manager
- Nursing & Midwifery Workforce Unit
- Divisional Directors
- Operations Managers
- Clinical Service Directors
- Support Services
- People and Culture Services
- Medical and Allied Health staff relating to areas
- Heads of Units
- Director of Nursing & Midwifery
- Other ANUMs
- Clinical Nurse Consultants
- Nurse Practitioners
- Unit/Ward team
- Best Care Coordinators
- Business analysts

#### External:

- Consumers, families and others as required
- Relevant clinical networks

### Selection Criteria

#### Essential:

- Current registration as a Registered Nurse with AHPRA
- Possess relevant Post Graduate qualification or relevant clinical experience
- Demonstrate skills in the relevant nursing specialty
- Demonstrate effective management skills appropriate to the Associate Nurse Unit Manager role
- Demonstrate effective communication skills both written and verbal
- Possess well-highly developed interpersonal skills including conflict resolution strategies
- Demonstrate an ability to work collaboratively as part of a multidisciplinary team
- Possess knowledge of relevant legislation, policies and human resource procedures
- Be innovative, resourceful and adaptable to change
- A commitment to high quality, safe and person-centred care
- Competent in floor coordinator role

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**Desirable:**

- Hold a relevant management post graduate qualification or be working towards same
- [Click here to enter text.](#)

**Leadership Capabilities**

Leadership Capability	Definition
Action oriented	Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm
Directs work	Providing direction, delegating, and removing obstacles to get work done
Ensures accountability	Holding self and others accountable to meet commitments
Manages conflict	Handling conflict situations effectively, with a minimum of noise
Develops talent	Developing people to meet both their career goals and the organisation's goals
Communicates effectively	Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
Instils trust	Gaining the confidence and trust of others through honesty, integrity, and authenticity
Being resilient	Rebounding from setbacks and adversity when facing difficult situations

**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
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

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## 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:

[Click here to enter the Employee's name.](#)

Employee's Signature:

Date:

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

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