

## POSITION DESCRIPTION

<b>Position Title:</b>	Assistant Director of Nursing & Midwifery Leadership & Practice Development
<b>Business Unit/Department:</b>	Nursing and Midwifery
<b>Division:</b>	Deputy of Executive Director N&MW
<b>Award/Agreement:</b>	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
<b>Classification:</b>	ADONM (ZC1)
<b>Reports To:</b>	Deputy Executive Directors of Nursing & Midwifery
<b>Direct Reports:</b>	NA
<b>Date Prepared/Updated:</b>	1 June 2026

### Position Purpose

The Assistant Director of Nursing & Midwifery (ADONM) – Leadership & Practice Development will support a range of projects and initiatives across Western Health (WH) to ensure nurses and midwives can access leadership development opportunities, practice is effective and improves patient outcomes.

The role is a fixed term position (12 months) and will coordinate strategies to support the clinical practice of nurses and midwives, including criteria-led discharge, implementation of the Essentials of Best Care Framework, Registered Nurse Prescribing, career and leadership development pathways.

The ADONM will work with the Deputy Executive Director of Nursing & Midwifery (DEDONM) on a number of strategies that include Department of Health funded pathways, education and leadership programs, and established initiatives, not limited to but including:

- Scope and lead criteria led discharge for nurses and midwives to improve patient outcomes and access
- Supporting Divisions to explore advanced practice roles for both inpatient and community settings
- Coordinate the suite of leadership development programs
- Coordinate the STAR succession planning talent pool program
- Plan and implement the partnered prescribing model for Registered Nurses
- Participate in planning and implementation of new roles that build clinical capability
- Coordinate the Unit Manager and Associate Unit Manager masterclasses and Leadership Lounge
- Coordinate the clinical supervision and mentorship programs in nursing and midwifery
- Oversee the Grand Rounds schedule and monthly newsletter features for APNMs
- Continue the implementation of the WH nursing and midwifery careers pathways matrix
- Oversee Supervised Practice placements in partnership with the workforce team

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This position includes planning and driving strategies, managing stakeholder engagement, ensuring initiatives meet budgets and are completed on time in collaboration with the DEDONM. The ADONM will be the first point of contact for these programs, including regular reporting on progress, monitoring and tracking deliverables and achieving milestones.

Other key functions include risk management, change management, ensuring professional standards, leadership, appropriate planning and implementation, monitoring and review of mechanisms which develop high quality patient driven services within available resources.

The ADONM works under the direction of the DEDONM and is responsible for actively implementing frameworks and governance structures to improve care and quality outcomes for both consumers and staff at WH.

The role provides professional support to the Nursing and Midwifery leaders across WH ensuring that professional standards, codes and behaviours that are legislated through the Nursing and Midwifery Board of Australia (NMBA) and WH policies, procedures and guidelines are upheld.

The role is a leader in nursing & midwifery and works in collaboration with our Directors of Nursing & Midwifery (DONMs) who have specific responsibility for taking carriage of major portfolios within the Best Care Framework, Accreditation standards and Business Plan initiatives.

The ADONM will work collaboratively with other ADONMs to support each other's' work and initiatives. The ADONM will support wards, unit and departments as an onsite presence and point of contact for professional nursing issues in the absence of the Director of Nursing & Midwifery and monitor performance and data management to ensure care is of the highest quality.

Other key functions include risk management, ensuring professional standards, leadership, appropriate planning of implementations, monitoring and review of mechanisms which develop high quality patient driven services within available resources, and coordinating special projects at the local level on behalf of WH and Nursing and Midwifery leadership team.

As a professional Registered Nurse and/or Midwife, the ADONM 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 as a Nurse within WH and practice in alignment with NMBA Registered Nurse and/or Midwife Standards for Practice

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

## Business Unit Overview

The Nursing and Midwifery Directorate provides professional leadership to Western Health's nursing and midwifery workforce, supporting professional practice, ensuring high quality, innovative evidence-based nursing and midwifery care is delivered across WH.

The Directorate advances nursing and midwifery research and learning opportunities, supporting the application of innovative research-based approaches with a focus on translating research into nursing and midwifery practice.

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The Directorate has operational responsibility for the Best Care Division, Nursing & Midwifery Workforce Unit, Infection Prevention, Aboriginal Health, Best Experience and several expert nursing and midwifery clinical consultants.

### **Western Health Focus: 'Best Care'**

At Western Health we are committed to high quality, safe and person-centred patient care. The Western Health framework for Quality, Safety and the Patient Experience describes a vision for 'Best Care' for all Western Health patients and sets out the behaviours, strategies and organisational systems needed to achieve this vision.

## **Key Responsibilities**



### **Leadership**

- Communicate information and expectations clearly and concisely in a way that builds effective and collaborative working relationships with others
- 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
- Demonstrate leadership skills and behaviours and provides direction to nursing and midwifery teams to deliver high quality care
- Demonstrates strong mentoring skills within the nursing, midwifery and multidisciplinary team and supports succession planning Take accountability for own actions and others under directions and sphere of responsibility
- Foster an environment that encourages staff to ask questions, and answer these as honestly and directly as possible
- Exhibit a high level of emotional self-control and flexibility in complex, changing, and/or ambiguous situations and when confronted with challenges
- Meet Western Health operational, financial and quality key performance indicators
- Plan strategically and work dynamically to manage competing priorities of the service / organisation.



### **Research**

- Foster a culture of research and innovation by nurturing reflective practice, encouraging employees to undertake research and leading research within the unit
- Lead quality or practice improvement initiatives at organisational level
- Identify and support clinical champions in research or practice improvement activities
- Evaluate clinical practice against research evidence and identify areas of practice improvement highlighting gaps in research evidence
- Identifies areas that require improvement through observation, audits, incidents and staff feedback and implements improvement initiatives accordingly
- Present and publish in appropriate professional conferences and journals and remains informed of the current literature
- Apply research evidence to clinical practice, use well developed strategies to inform practice in the absence of high-level evidence.



### **Evidence Based practice**

- Promote a culture of innovation, education, excellence and consumer first focus, through policies and practices that support and recognise individual and collective team contribution

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- 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
- Identify opportunities for process redesign and to support staff in the implementation of redesign projects and activities
- Obtain feedback through means such as surveys to ascertain whether service standards meet stakeholder expectations and responds to any identified deficits
- Continuously reviews existing practices and policies against the evidence base to minimise adverse outcomes and promote positive patient outcomes
- Participate in the review and modification of policies, procedures and protocols based on evidence-based research
- Drive and sustain a quality care and continuous improvement focus with an expectation of improved clinical and consumer outcomes
- Work collaboratively to facilitate accreditation preparation and readiness at an organisation level and ensure standards are sustained on an ongoing basis to ensure optimal achievement at all times
- Contribute to the Quality and Business Plan as required in accordance with the National Safety and Quality Health Service Standards and Western Health Guidelines.



### **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
- Maintain and update own professional development portfolio to demonstrate an ongoing commitment to learning and best practice
- Exchange and share information from participation in meetings, seminars and conferences with staff, consumers and colleagues
- Provides education within area of extended nursing and/or midwifery knowledge
- Work with less experienced nurses and midwives to develop their capabilities
- Invite and assimilate feedback from others by active participation in own performance review process.



### **Clinical expertise**

- Actively lead, facilitate and participate in nursing and midwifery initiatives to improve care
- As an expert resource, provides expert clinical knowledge and direction to ensure that clinical standards, policies and procedures promote a patient focussed model of care
- Deliver on agreed performance indicators in relation to clinical outcomes and clinical efficiency
- Provide clinical nursing and/or midwifery expertise and direction in line with clinical standards policies and procedures to both internal and external stakeholders, including providing high level nursing and/or midwifery assessment, care planning and interventions
- Responsible and accountable for the delivery of Best Care in their designated portfolio of clinical services
- Gather sufficient information to make informed decisions
- Analyse situations and makes appropriate decisions in a timely manner to meet the needs of consumers, staff and organisation
- Develop, implement and monitor quality improvement activities and ensures safe work practices in accordance with Western Health Policies
- Maintains and fosters relationships with appropriate internal and external stakeholders
- Lead new and established projects as allocated by the Executive Directors of Nursing & Midwifery
- In collaboration with staff, leads and develops the comprehensive care standard initiatives
- Participates in relevant committee processes and projects, attends relevant meetings and prepare and submit reports as required
- Take responsibility for site in the absence of the Directors of Nursing & Midwifery
- Represent the Nursing & Midwifery Directorate on committees or at meetings as required
- Report committee/meeting proceedings to the Deputy Executive Director of Nursing & Midwifery

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- Communicate effectively with all staff by utilising appropriate formal and informal communication channels
- Monitor and report Nursing & Midwifery Key Performance Indicators (KPI's) for Western Health inpatient units and services
- Review and analyse data on all components of the patient journey and experience and recommends strategies to address concerns.
- Provide statistical information/reports as required by the Deputy Executive Directors of Nursing and Midwifery

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:

- Executive Director, Nursing & Midwifery
- Deputy Executive Directors of Nursing & Midwifery
- Directors of Nursing & Midwifery
- Chief Nursing & Midwifery Informatics Officer
- Assistant Directors of Nursing & Midwifery
- Divisional Directors
- Senior Medical staff
- Operations Managers
- Senior Leadership team
- Unit Managers
- Associate Unit Managers
- Nurses & Midwives
- Nursing & Midwifery Education team
- Members of multidisciplinary team
- Best Care team

#### External:

- Nursing & Midwifery Board of Australia
- Australian Health Practitioner Regulation Agency
- Australian Nursing and Midwifery Accreditation Council
- Australian Commission on Safety and Quality in Health Care
- Department of Health
- Safer Care Victoria
- Chief Nursing Officer
- Chief Midwifery Officer
- Australian Nursing & Midwifery Federation
- University affiliations
- Professional nursing and midwifery organisations and associations
- Relevant clinical networks
- Consumers
- Community health groups

### Selection Criteria

#### Essential

##### Professional

- Current registration as a Registered Nurse and/or Registered Midwife with NMBA through AHPRA
- Experience working in a senior clinical role (Unit Manager or above)

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- Possesses relevant postgraduate qualification and/or relevant clinical experience
- Previous project management / improvement experience
- Ability to work autonomously
- High level of organisational ability and attention to detail
- Possesses excellent clinical skills, displaying clinical leadership, innovation
- Demonstrates commitment to high quality, safe and person-centred care
- Demonstrates commitment to career long learning in relevant specialist area
- Flexibility in working to provide leave cover as negotiated

#### Managerial

- Demonstrates ability to work independently with minimal supervision
- Demonstrates negotiation, problem solving and analytical skills
- Demonstrates ability to work with a diverse and complex professional workforce
- Demonstrates ability to consult, collaborate and work as an effective member of a team to deliver organisational outcomes
- Demonstrates ability to plan, implement, deliver and evaluate complex projects
- Proven ability to organise resources to achieve organisational goals
- Demonstrates strong computer literacy skills, proficiency in Microsoft applications and Electronic Medical Records
- Demonstrates ability to write clear, concise reports, policies and procedures
- Knowledge of Victoria, Australian and international standards and guidelines relating to patient care
- Current Victorian driver's license

#### Leadership

- Brings confidence to the role, and strong influencing capability
- Can build, lead, nurture and empower others
- Demonstrates ability to lead a team
- Demonstrates experience in leading change to benefit patient care outcomes and safety
- Demonstrates high level communication and interpersonal skills
- Engages with others with purpose and articulates vision to empower and lead effectively
- Understands the strategic imperatives of the health service and conveys this in meaningful ways to others
- Is innovative, resourceful and adaptive to change
- Ability to implement, evaluate and sustain change within an evidence-based framework

#### Desirable

- Hold a relevant, or be working towards, Masters level qualification
- Prior experience in research or improvement projects
- Evidence of prior service delivery planning or implementing innovative strategies
- Demonstrated knowledge of quality improvement
- Research, publication and public presentation experience
- Membership of specific specialty association and/or nursing professional body

### Leadership Capabilities

Leadership Capability	Definition
Communicates effectively	Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences

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Balance stakeholders	Anticipates and balances the needs of multiple stakeholders. Makes sure people understand and adhere to ethical standards, models and ensures cross cultural sensitivity when working with stakeholders
Optimises work processes	Knows the most effective and efficient processes to get things done, with a focus on continuous improvement. Equips others to handle day to day tasks effectively on their own. Integrates systems to improve quality and service
Manages Complexity	Makes sense of complex, high quantity, and sometime contradictory information to effectively solve problems. Accurately defines the key elements of complex, ambiguous situations.
Collaborates	Build partnerships and works collaboratively with others to meet share objectives. Seeks out a broad range of perspectives to address issues.
Drives Vision and Purpose	Paints a compelling picture of the vision and strategy that motivates others to action. Regularly and enthusiastically describes how people's efforts make a difference.
Plans and aligns	Plans and prioritises work to meet commitments aligned with organisational goals. Aligns own team's work with other workgroups. Looks ahead to determine and obtain needed resources to complete plans
Organisational savvy	Manoeuvres comfortably through complex policy, process and people related organisational dynamics. Connects with key stakeholders and knows when to bring something to their attention.
Instils trust	Gains the confidence and trust of others through honesty, integrity and authenticity. Demonstrates reliability and places a strong emphasis on the team meeting its commitments. Fairly represents others positions
Situational Adaptability	Adapts approach and demeanour in real time to match the shifting demands of different situations. Considers the needs of clients and the organisation, shifts priorities appropriately.

### 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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