

POSITION DESCRIPTION

Position Title:	Mental Health Nursing Graduate & Post-Graduate Coordinator
Business Unit/Department:	Centre of Education
Division:	Mental Health & Wellbeing Services
Award/Agreement:	Victorian Public Mental Health Services Enterprise Agreement
Classification:	Registered Psychiatric Nurse: Grade 5 (NP51)
Reports To:	Manager - Education & Learning Mental Health
Direct Reports:	N/A
Date Prepared/Updated:	26 June 2026

Position Purpose

The Mental Health and Wellbeing Graduate/Post Graduate Nurse Coordinator will coordinate and oversee the Graduate Mental Health Nurse Program (GMP), the Combined Graduate Nurse/Mental Health Nurse Program and the Post Graduate Nurse Program. The Mental Health and Wellbeing Graduate/Post Graduate Coordinator will be responsible for all aspects of the graduate and post graduate mental health nursing programs offered. The role will work with the education team to ensure a seamless transition for program participants into the role of registered mental health nurse.

Business Unit Overview

Western Health recognises the importance of career development for its staff. The Centre for Education (CE) is a key provider of clinical support, professional development and continuing education for nurses, midwives, other health professionals and non-clinical staff. The CE aims to provide an efficient and effective integrated education service that addresses the learning, education and training needs of Western Health from a perspective of life-long learning and professional development.

Western Health is one of the largest providers of Mental Health Services in Victoria. Our multidisciplinary workforce of skilled and dynamic clinicians, consumers and supporters, provide a recovery- oriented approach to care. We are dedicated to providing a caring and high-quality range of specialist, community and hospital-based mental health services for youth, adult and older adults who are experiencing, or are at risk of developing a serious mental illness.

Key Responsibilities



Leadership

- Work directly with the Manager of Education and Learning to provide leadership to the Mental Health & Wellbeing education programs.
- Ensures the ongoing professional practice of the Graduate and Post Graduate Mental Health Nurse meets professional standards of nursing practice within the policies and guidelines.

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- Undertake curriculum development for the Graduate and Post Graduate Mental Health programs
- Role model high standards of professional conduct and an ongoing commitment to sustaining and strengthening performance and accountability across the organisation
- Coordinate, monitor and evaluate the effectiveness of the Mental Health Graduate/Post Graduate program including the efficacy of the program aims and learning outcomes
- 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
- Speak up for safety, Western Health values and wellbeing
- Create a psychologically safe work environment where everyone feels safe to speak up
- 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

- Engage in the dissemination of research to improve and develop Mental Health Nursing program outcomes.
- Lead program improvement initiatives at local level and/or contribute to or lead program improvement initiatives.
- Participate in the evaluation of mental health nursing programs against research evidence and identify areas for improvement highlighting gaps in research evidence.
- 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
- Maintain own knowledge of evidenced based practice, and participate in own professional development to ensure knowledge and skills remain current and align with best evidence



Evidence Based Practice

- Act as an ambassador for Western Health as a great place to work, promoting its Mental Health programs with other health professionals, key external stakeholders and at local, national and international professional forums.
- Lead initiatives to address gaps in the Mental Health Nursing programs.
- Implement and evaluate initiatives, making modifications as required.
- Contribute to strategic planning at an organisational level.
- 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
- Be familiar with local and organizational policies, procedures and guidelines
- Demonstrate behaviours that support a recovery approach to care, ensures the safety and well-being of consumers, and foster a therapeutic environment that supports individuals in their journey towards mental health and overall wellness.
- 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 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 consumers and teams
- Be aware of Western Health's Strategic Priorities, and ensure activities align with these priorities

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Education & Learning

- Support and deliver mental health nursing education.
- Work with universities to ensure the graduate program content is aligned with post graduate mental health nursing curriculum.
- Develop and deliver a graduate and postgraduate program that supports adult learning principles.
- Develop and deliver a graduate and postgraduate program that aligns with relevant frameworks from the Department of Health such as the Victorian Mental Health and Wellbeing Capability Framework
- Develop and deliver education using contemporary practices
- Encourage a positive learning environment in which competencies are maintained and skills developed consistent with current mental health nursing knowledge and research.
- 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
- Seek feedback on your work including participation in annual performance discussion
- Exchange and share information with colleagues via informal or formal forums such as in-services, presentations, education forums and team meetings.



Clinical Expertise

- Demonstrate knowledge and skills in the clinical environment and utilise principles of educational theory to address staff learning needs. The application of learning principles in this role provides the basis for continuing education, clinical facilitation, consultation and liaison.
- Review and improve placement opportunities within Mental Health programs to support Western Health growth, change and organisational demands.
- Coordinate and assist with the facilitation of study days, including graduate nurse orientation.
- Provide peer support, debriefing and careers guidance for the participants.
- Provide opportunities for continuing education for participants.
- Use own clinical experience and knowledge to support others in ensuring care delivery is safe and effective.
- Work within and actively engage in the Safewards model of care
- Perform other relevant 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:

- Director Education and Learning
- Director of Nursing (Mental Health and Wellbeing)
- Education and Learning Manager- Mental Health & Wellbeing
- Divisional Director of Mental Health & Wellbeing
- Senior Mental Health Nurse
- Mental Health & Wellbeing Unit Managers
- Mental Health & Wellbeing Clinical Nurse Educators
- Mental Health and Wellbeing Program Managers
- Lived Experience Workforce (Mental Health and Wellbeing)
- Allied health mental health educators
- Centre of Education Team
- Mental Health Graduate Nurse Program Participants

External:

- Consumers, their family and carers
- Key stakeholders across the health, education and government sectors

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- Develop working relationships with key tertiary education providers to collaboratively build capabilities within the nursing workforce of Western Health

Selection Criteria

Essential:

- Registration as a registered nurse with AHPRA and current practising certificate
- Bachelor Degree in Psychiatric/Mental Health Nursing or equivalent, or, Bachelor Degree in Nursing plus a Postgraduate qualification in Psychiatric/Mental Health Nursing.
- A minimum of 5 years clinical mental health experience
- A minimum of 3 years education experience including experience in the development, implementation, assessment and evaluation of educational programs
- Ability to meet deadlines and manage conflicting priorities
- Have well developed written and oral communication skills
- Microsoft Office skills - Intermediate level
- 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
- A commitment to practice in a manner which reflects Western Health values

Desirable:

- Post graduate qualifications in clinical education
- Certificate IV Training and Assessment (TAE40110)
- Current drivers licence.

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 2022
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines
- Work at any of the Western Health sites as directed, in accordance with business and organisational demands and priorities

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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: _____

Employee's Signature: _____ Date: _____

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