

Position Description

Position Title	Associate Nurse Manager
Position Number	30003692
Division	Clinical Operations
Department	Special Care Nursery
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Associate Nurse Manager Year 1 - 2
Classification Code	YW11 - YW12
Reports to	Nurse Unit Manager
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Working with Children Check • Registration with Professional Regulatory Body or relevant Professional Association • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

Managers at Bendigo Health play a vital leadership role in delivering high-quality, patient-centred care. As an Associate Nurse Manager, you will support the Nurse Unit Manager in leading the Special Care Nursery, ensuring care is delivered in line with Bendigo Health policies, strategic priorities, and professional standards.

You will provide clinical leadership, promote safe and evidence-based nursing practice, and foster a culture of continuous improvement and learning. Acting as a senior member of the nursing team, you will deputise for the NUM when required and collaborate closely with multidisciplinary teams across the organisation to drive clinical excellence and positive outcomes for patients and families.

Responsibilities and Accountabilities

Key Responsibilities

- Respect the dignity, culture, values and beliefs of the family and their right to informed decision making in the provision of care to the child.
- Maintain a physical and psycho-social environment which promotes safety, security, confidentiality and optimal health care for patient & family.
- Respond to clinical changes in patient condition and initiate intervention and consultation with relevant members of the multidisciplinary team as required.
- On admission, actively participate in the development of an effective discharge plan and provide appropriate carer education and referral to appropriate community providers.
- Demonstrate competency in performance of technical skills relevant to level of expertise.

Leadership / Management

- Responsible for workload delegation and achieving ratios.
- Delegate aspects of care according to role, functions, capabilities and learning needs and recognise own accountability and responsibility when delegating aspects of care to others.
- Monitor aspects of care delegated to others.
- Aware of the ability of other nurses & clerical staff members and ensure that they work within their competencies and education.
- Ensure staff are aware of their professional responsibilities and medico-legal obligations
- Ensure staff are accountable for their actions and that they respond appropriately
- Participates in regular forums with the management team
- Contemporary knowledge of information management systems, data collection, aggregation and use and record management to accepted standards and medico legal requirements
- Accept in charge responsibility in the absence of the Nurse Unit Manager and as required.
- Counsel staff as appropriate and as necessary and seek advice regarding ongoing problems
- Participate in multidisciplinary team meetings, case reviews, reviews of standards and specific unit practices.
- Undertake annual performance enhancement and identify learning needs.
- Involved in performance enhancement and regular feedback of other Nurses

Professional development

- Active in own ongoing professional development and actively encourages a supportive learning environment within the unit
- Participate in orientation, preceptorship and mentoring of new staff and students.

Key Selection Criteria

Essential

1. Current Registration with APHRA as a Division 1 Registered Nurse or midwife.
2. Highly developed interpersonal and communication skills, with the ability to liaise effectively with multidisciplinary teams, departments, and health professionals across the organisation.
3. A positive, enthusiastic, and approachable leadership style, with the ability to build a thriving workplace culture by inspiring staff, fostering diversity, and supporting high performance.
4. Demonstrated ability to work collaboratively and effectively within a multidisciplinary team environment.
5. Demonstrated high-level clinical knowledge and expertise in neonatal care, with awareness of current evidence, issues, and emerging trends.

Desirable

6. Postgraduate qualification in Special Care Nursery, Neonatal Intensive Care, or a related neonatal specialty.
7. Proven experience in a clinical management or leadership role within Women's and Children's Services or a related clinical area.
8. Sound understanding and application of quality improvement principles, including experience working within the National Safety and Quality Health Service Standards (NSQHSS).
9. Strong capability in coordinating and overseeing the clinical management of patients to ensure safe, high-quality, and family-centred care.
10. Demonstrated leadership capability, including the ability to guide teams through change and contribute positively to a dynamic healthcare environment.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.

- 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 Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

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. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.