

Position Description

Position Title	Associate Nurse Manager
Position Number	30026940
Division	Clinical Operations
Department	Psychiatry Parent and Infant
Enterprise Agreement	Victorian Public Mental Health Services Enterprise Agreement 2024-2028
Classification Description	Psych Nurse G3 Y3 ANUM Y1 – Y4 ANUM Y2
Classification Code	NP83 – NP74
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 AHPRA • Drivers Licence • 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](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

The Psychiatry Parent and Infant Unit (PIU) Team

The Parent Infant Unit (PIU) is a unique five-bed specialist inpatient service providing assessment and treatment for parents experiencing significant mental health challenges during pregnancy and the first year of their infant's life. As one of only a small number of services of its kind in Victoria, PIU offers the opportunity to work at the intersection of adult mental health, infant mental health and attachment-focused care.

Our multidisciplinary team works alongside parents and their infants to support recovery, strengthen relationships and promote positive outcomes for families during a critical period of development. We provide care for pregnant women in their third trimester and primary caregivers with infants under 12 months of age (or not yet walking), delivering family-centred, recovery-oriented care within a supportive inpatient environment.

Why PIU?

The Parent Infant Unit offers a rare opportunity to work in a highly specialised service supporting both parents and infants during a critical stage of life. As part of a skilled and supportive multidisciplinary team, nurses play a key role in promoting recovery, strengthening parent-infant relationships and supporting positive outcomes for families.

Working in PIU provides the opportunity to:

- Deliver meaningful, relationship-based care that supports both parent and infant wellbeing.
- Develop specialist knowledge and skills in perinatal and infant mental health.
- Work alongside experienced multidisciplinary clinicians in a collaborative and reflective practice environment.
- Build therapeutic relationships with families and witness the positive impact of early intervention.
- Contribute to a service that is focused on recovery, attachment, infant development and family-centred care.
- Be part of a passionate and innovative team committed to improving outcomes for parents, infants and families.

Key Responsibilities

- Provide a leadership role within the unit in accordance to the vision and values of Bendigo Health.
- Provide supervision of staff to ensure that nursing staff undertake nursing assessments and develop independent treatment/recovery plans for patients. This includes the supervision and liaising with other multi-disciplinary staff involved with the patients care.
- Provide clinical supervision to ward staff and allocate tasks on the basis of the staff's designation, and to meet the standard of nursing care in the Unit as defined by the Bendigo Health policies & procedures

- In the absence of the Unit Manager, co-ordinate and oversee the provision of non-nursing functions and activities to ensure that the relevant standards are met.
- Contribute to the development of nursing practices and procedures and provide informal training on the shift to subordinate staff.
- Establish the psychiatric nursing service delivery priorities for the shift.
- Ensure the accurate documentation of client records during the shift.
- Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

1. Post graduate Qualification in mental health and/or related field, or working towards same
2. Relevant work experience, usually at least 2 years
3. Advanced sound knowledge of the Mental Health and Wellbeing Act 2022, the Child Youth and Family Act 2005 and other relevant legislation
4. Proven ability to liaise and consult with relevant family members, team members and a broad range of health professionals and community agencies
5. Demonstrated evidence of participation in education and training to other staff and commitment to ongoing professional development
6. Demonstrated interest and knowledge of Perinatal Infant Mental Health
7. High level of organisational, leadership, communication and interpersonal skills with a sound ability to strategically prioritise work requirements/demands
8. Awareness and understanding of the Safewards model and applying this to practice

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.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- 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.