

## Position Description

Position Title	Nurse Unit Manager – 6B Extended Day Surgery Unit
Position Number	30027655
Division	Clinical Operations
Department	Surgical Services
Enterprise Agreement	Nurses And Midwives (Victorian Pub Health Sector)(Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Nurse Unit Manager Level 2
Classification Code	NM11
Reports to	Director of Nursing Surgical Services
Management Level	Tier 3 - Business Manager
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"><li>• National Police Record Check</li><li>• Registration with Professional Regulatory Body or relevant Professional Association</li><li>• Immunisation Requirements</li></ul>

## 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 are an integral part of the health care service team, providing leadership and direction to a dedicated staffing group.

A manager at Bendigo Health should have, or aspire, to, the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

Through visible and accessible leadership, the Nurse Unit Manager (NUM) is at the forefront of providing care that is underpinned by safe, coordinated and high-quality patient centred care across the multidisciplinary environment of their unit. The role is responsible for ensuring positive patient outcomes while maintaining staff satisfaction and engagement. The NUM will achieve this through the development of effective partnerships, leadership and management of all nursing staff and resources, within a multidisciplinary team environment.

The NUM must provide clinical leadership and management expertise, to be an active mentor, role model, and to facilitate the development of clinical and management skills in all staff within their unit. The NUM will work alongside the team to ensure that their clinical leadership and administrative capability and presence within the unit and reports directly to the Director of Nursing, Surgical Services.

## Responsibilities and Accountabilities

### Key Responsibilities

#### Strategic alignment

- **Leadership** – This position will be responsible for ensuring that the team is equipped to deliver strategic goals of the organisation by managing, coaching and supporting direct reports.
- **Deliver Results** – This position will be required to contribute to the organisational strategic planning process by planning, setting and monitoring clear targets for the team plan and ensuring that projects are linked to the goals of the organisations strategic plan.
- **Service Excellence**– As part of working as one this position will contribute to providing a standard of excellence in customer service. This will be measured internally via staff surveys and externally via customer and community feedback to ensure that the organisation is delivering professional and efficient customer service.

#### Financial accountability

- **Analysis and Problem Solving** – This position will contribute to all clinical/ non-clinical reporting including qualitative and quantitative analysis as required accurately and within time constraints.
- **Compliance** – This position will comply with all delegated authorities and limits and actively communicate any problems, changes or issues that senior management should be aware of. It will also be conscious of the quality, risk, OH&S and other legislative requirements there are when implementing systems, processes and practices.
- **Innovation** – This position will demonstrate strong problem-solving skills, including the ability to develop new processes and make improvements to processes and services.
- **People management accountability**
- **Communicate with influence** – This position will assist in driving towards the development of a high-performance culture through strong leadership. It will meaningfully interpret and

communicate the organisations strategic direction and assist to create innovative work practices to assist staff with the change process.

- **Performance Management** - This position will provide regular supervision, training opportunities, coaching, mentoring and guidance to its direct reports. The incumbent will ensure that the annual performance reviews for its direct reports are completed on time. This includes being responsible for addressing issues that negatively impact performance.
- **Collaboration** – This position will develop a collaborative and effective team by communicating meaningful information regularly. The position will also manage professionally and in a timely manner any issues associated with working together such as dealing with differences, conflict, shared goals and team morale.

### **Technical/clinical accountability**

- To work closely with Directors, Medical staff, Senior Managers and other managers and staff to shape organisational strategy, improve procedural service provision and achieve departmental and Hospital strategic objectives.
- Engage in planning, implementing and evaluating practices, processes and services within the department and organisational as required.
- Maintains and updates own professional development portfolio to demonstrate ongoing commitment to learning and best practice
- Management of ward mandatory training requirements and facilitating access to applicable training to guarantee staff and are up-to-date with relevant skills and competencies.
- Monitor and efficiently manage the EFT establishment and implement an effective workforce planning model in consultation with the Deputy Director of Nursing/Director of Nursing.
- Ensure that the delivery of nursing care within the unit/ward is at optimal level, is evidence based, efficient and meets the needs of patients.
- Actively participate in preparing the annual operating budget, which estimates financial expenditure for human and material resources and capital equipment requirements for the unit/ward.
- Develops and maintains sound relationships with the multidisciplinary team to ensure best possible team work and consumer centred care delivery to patients.
- Creates a team environment which promotes engagement, a positive workplace culture, opportunity for learning and development and safety and welfare of employees
- Participates in relevant committee processes, attends relevant meetings and prepares and submits reports as required
- Communicates a positive vision for change and supports the team through the change process.
- Effectively deals with challenging behaviours and the resolution of conflict within own clinical unit/department
- Have a sound knowledge of your current profession including policies and practices and be able to initiate, manage and nurture a culture that embraces change in accordance with best practice, organisational policies and procedures and state legislation.
- Manage Elective load while maintaining patient centred, timely and accessible care. Including a responsive and flexible service with efficient and appropriate utilisation of staff

resources.

- Facilitate achievement of access indicators as documented in the Statement of Priorities and as directed by the National Access Indicators

## Key Selection Criteria

### Essential

1. Registration or eligibility for registration, as a Registered Nurse, with the Nursing and Midwifery Board of Australia and possession of an annual practicing certificate is mandatory.
2. Demonstrates continual professional development and learning.
3. Ability to implement new models of care, lead and support change and develop a dynamic and cohesive team culture across all disciplines
4. A sound understanding of information and communication technology including clinical information systems and applications relevant to the position and the wider organisation
5. Proven ability to successfully lead and motivate a clinical services team providing strong strategic direction and positive leadership.

### Desirable

6. Post Graduate qualifications in Nursing or Health Administration/Management.
7. Previous and recent experience in a management role within an appropriate health care organisation.
8. Ability to interact and communicate with a diverse range of people at all levels.
9. A personal approach which is positive, enthusiastic, friendly and helpful.
10. Ability to give excellent customer service to both internal and external customers.

## 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.*