

Position Description

Position Title	Associate Midwifery Unit Manager
Position Number	30102761
Division	Clinical Operations
Department	Pregnancy Care Centre & Women's Health Clinics
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Associate Nurse Unit Manager Y1
Classification Code	YW11
Reports to	Pregnancy Care Centre & Women's Health Clinics Midwifery 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	<ul style="list-style-type: none"> • 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](#)

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 The Pregnancy Care Centre Associate Midwifery Manager (AMUM) reports to the Women's Clinic Maternity Unit Manager (NUM) and will demonstrate expert knowledge and skills with a management and leadership focus within the antenatal setting.

To excel in this role, you will be a confident and approachable people leader. You will support the NUM as required, to train, supervise, develop, and inspire the team while fostering a physically and psychologically safe workplace.

In collaboration with the NUM, you will maintain the efficient and effective operational management and coordination of our outpatient clinics.

You will strive for an exceptional standard nursing care, patient satisfaction, administration and multidisciplinary team relationships.

Responsibilities and Accountabilities

Key Responsibilities

- Function in accordance with legislation, conducting practice within a professional and ethical framework to deliver care that protects the rights of individuals and groups
- Promote and maintain an environment of teamwork and professionalism
- Reporting line for midwifery staff in Pregnancy Care Centre
- Provision of high-quality clinical care and professionalism to the women, staff and students
- Fosters cooperative relationships within the multidisciplinary environment
- Act as a key contact for referral enquiries, including phone consultation with stakeholders
- Monitor and proactively ensure Quality Audit Schedule is met
- Consider the costs and budget implications in relation to work practices and consumables related to patient care
- Demonstrate a commitment to organisational change and quality improvement
- Promote and support the mandatory competency framework for the Nursing Directorate and the clinical unit ensuring compliance issues are addressed within an agreed timeframe
- Represent the clinical unit on nominated committees, working groups and projects as designated by the Nurse Unit Manager ensuring information is shared with the clinical team
- Facilitate, enhance and support the professional growth and development of staff within the clinical unit
- Demonstrate commitment to specific portfolios/participation in committees or working groups as delegated by the Nurse/Midwife Unit Manager
- The flexibility to work in all areas in women's health and wider Women's and Children's Services if requested by the management once adequate orientation provided
- Attend and actively contribute to multidisciplinary meetings
- Actively leads, contributes and evaluates the relevant key core key performance indicators (KPI's) within the team
- Oversee and support completion of midwifery Mandatory Training and PRDP's within the team

Key Selection Criteria

Essential

1. Current AHPRA Registration as a Midwife with the Nursing and Midwifery Board of Australia and possession of an annual practicing certificate is mandatory.
2. Previous Antenatal management experience, and can demonstrate management of a portfolio, team or specific project with measured outcomes.
3. Ability to implement new models of care, lead and support change and develop a dynamic and cohesive team culture across all disciplines.
4. Flexibility to operate in an environment of change and continuous improvement.
5. Demonstrated excellent communication skills, written and verbal including sound conflict resolution skills.

Desirable

6. Able to demonstrate complex clinical assessments and analysis, and implement appropriate plans.
7. Demonstrated knowledge and experience in the principles of access management and effective patient flow including escalation of care.
8. Ability to prioritise, set goals and objectives and meet deadlines.
9. Analyses own performance in accordance with position expectations. Including the development of goals and implementation of a plan to meet those goals.

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.