

Position Description

Position Title	Associate Nurse Unit Manager
Position Number	30102870
Division	Clinical Operations
Department	Oncology
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Associate Nurse Unit Manager Y1 – Y2
Classification Code	YW11 – YW12
Reports to	Nurse Unit Manager – Cancer Services
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 • 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

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

The ANUM position reports directly to the Nurse Unit Manager – Cancer Services, Bendigo Health. The ANUM role will provide support to the NUM Cancer Services in leading and managing the oncology nursing team in line with Bendigo Health’s policies and procedures, and the Strategic Plan.

The ANUM role has two key functionalities:

1. Clinical leadership and support to the Chemotherapy Day Unit (CDU) nursing team
2. Coordination of the day-to-day functions of the CDU

This role will be rotational (3 – 4-month rotations).

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.

Responsibilities and Accountabilities

Key Responsibilities

- Provide clinical leadership and act as a positive role model to all nursing staff.
- To work closely with the NUM Cancer Services and Director of Cancer Services to ensure seamless service delivery across the two health services
- In collaboration with and in the absence of the NUM, be responsible for the management and coordination of nursing activities and related services.
- In collaboration with and in the absence of the NUM, ensure that clinical practice reflects the quality improvement process, is evidence-based and meets relevant statutory requirements.
- Assist the NUM in maintaining patient flow through meeting acute activity based funding guidelines and regularly reviewing activity levels.
- Provide and promote safe, customer-focussed patient care in a multidisciplinary environment.
- Promote and develop professional nursing standards and practice ensuring that annual competencies are met and continual learning needs are identified.
- Provide and promote effective communication and education that includes the patient, family/carers and the multi -disciplinary team in the immediate and ongoing health care.
- Refer relevant and important issues to the NUM or other health care team members.
- Support the NUM in ensuring the unit’s business plan is developed, implemented, monitored and evaluated.
- Provide responsible management of human, financial and environmental resources within the unit in collaboration with the NUM.
- In collaboration with the NUM, monitor and manage nursing staff performance

Key Selection Criteria

Essential

1. Current registration as a Division 1 Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
2. Minimum of two years' post-graduate experience, with a post-graduate certificate in Oncology Nursing and/or management (or equivalent), or willingness to work towards this qualification.
3. Demonstrated knowledge, experience, and skills in oncology nursing and management practice.
4. High-level interpersonal and communication skills with a strong customer focus.
5. Sound understanding of the National Safety and Quality Health Service (NSQHS) Standards framework and its application to quality improvement.
6. Ability to work effectively in a dynamic and changing environment.
7. Ability to work independently and as a senior member of a multi/interdisciplinary team.
8. Demonstrated responsibility for ongoing professional development and continuous learning.
9. A personal approach which is positive, enthusiastic, friendly and helpful.

Desirable

10. Demonstrate involvement in professional activities and organisations (eg: Cancer Nurses Society of Australia, Radiotherapy subcommittee).

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.