

Position Description

Position Title	Manager – Nursing and Midwifery Education
Position Number	30008599
Division	People and Culture
Department	Learning, Education and Development
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Educator Principal 8A
Classification Code	ZG1
Reports to	Director, Learning, Education and Development
Management Level	Tier 3 - Business Manager
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](#)

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

All staff 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 the link at the top of the page.

As part of Learning, Education and Development within People and Culture, the Manager – Nursing & Midwifery Education leads both education and clinical support for placements, programs and processes for nurses, midwives, and other Bendigo Health staff.

In undertaking the role, the Manager – Nursing & Midwifery Education ensures the provision of professional leadership, supervision and support to Nursing and Midwifery staff within Learning, Education and Development at Bendigo Health. The incumbent will work closely with Allied Health, Corporate Education and Learning Management System staff, Clinical Placement Coordinators, Medical Education and Mental Health, as well as regional partners, to maximise performance relating to education and training, change management, collaborative education, and other improvement processes.

Responsibilities and Accountabilities

Provide leadership and oversight of:

- clinical placements and reporting requirements during undergraduate programs
- all elements of the graduate and postgraduate nursing and midwifery programs
- education and clinical support delivered to newly appointed, less experienced, and continuing nursing and midwifery staff

Key Responsibilities

- In collaboration with key stakeholders lead and provide expert advice in the design, development, promotion, implementation and ongoing evaluation and improvement of
 - graduate nurse and midwife programs and processes that sit within Learning, Education and Development
 - programs and processes that enable development of competence and expansion of scope of practice for newly appointed or less experienced nurses and midwives
 - undergraduate nursing and midwifery placements
 - postgraduate nursing and midwifery programs
 - programs such as clinical support, supervision and interprofessional practice that enable preceptorship, peer supervision and mentoring (in collaboration with medical and allied health educators)
 - learning resources, policies, protocols and guidelines
 - specialised training packages, including those involving interprofessional collaborations
- Promote consistency in education systems and processes across nursing and midwifery, and ensure strong continued liaison with allied health, mental health, corporate education and systems, medical education and other key stakeholders
- Ensure best practice standards of nursing and midwifery staff within Learning, Education and Development
- Initiate and implement strategies addressing workforce planning and development issues in consultation with key stakeholders and in accord with agreed staffing plans and policies
- Advance the use of research and quality outcomes in clinical practice
- Provide supervision and guidance, management and leadership to line managed staff
- Participate in policy development, monitoring and review within nursing and midwifery as well as relevant, more broadly related committees
- Actively foster a “whole of organisation” approach to nursing and midwifery education to maximise performance related to leadership development, collaborative education and training, change management, and other improvement processes

- Foster accountability, autonomy, and professional development of line-managed staff through role modelling, mentoring, and performance management as required.
- Prepare and submit reports in relation to graduate nurse and midwifery programs
- Demonstrate accountability for your own professional development
- Represent nursing and midwifery education at committees and working groups

Key Selection Criteria

Essential

1. Expertise in design, development, implementation and evaluation of learning and development programs
2. Demonstrated high level experience and skills in nursing practice and organisational leadership in a range of settings at a senior level
3. High level organisational skills to plan, lead, and implement positive changes in the area of nursing and midwifery professional development and clinical practice
4. Post graduate qualification in education or equivalent expertise
5. Registration with AHPRA without conditions
6. High level communication and negotiation skills, and ability to introduce new concepts to a diverse range of people
7. Expertise in report writing, and demonstrated competency with Microsoft Office applications including PowerPoint, Word, Excel, and Outlook
8. Aptitude for fostering key stakeholder decision making and collaboration in order to achieve department and organisational goals
9. Knowledge of undergraduate, graduate and postgraduate nurse and midwife transition programs and continuing professional developments needs

Desirable

1. Comprehensive understanding of current issues and policies impacting on the development of nursing and midwifery care
2. Ability to apply contemporary learning and development principles to clinical environments
3. Ability to work independently and as part of a high achieving team

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.