

## Position Description

Position Title	Associate Nurse Manager
Position Number	30100468
Division	Clinical Operations
Department	Psychiatry Older Persons
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 <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](#)

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 play a vital role within the healthcare service team, providing strong leadership and clear direction to a dedicated and multidisciplinary workforce. They are expected to embody, or actively work towards, the personal qualities, knowledge, and skills outlined in the Bendigo Health Staff Capabilities Statement. Each unit operates with a collaborative team comprising Psychiatrists, Medical Officers, Nursing staff, Occupational Therapists, Carer and Consumer representatives, and Social Workers, while incorporating the Safewards model and its associated interventions into daily practice. In this context, the Associate Nurse Unit Manager is responsible for ensuring that service delivery aligns with the requirements of the Mental Health & Wellbeing Act 2024 and the Children, Youth and Families Act, while consistently upholding Bendigo Health's vision, values, policies, and procedures.

## Responsibilities and Accountabilities

### 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 diploma in mental health and/or related field, or having completed a specialist undergraduate psychiatric nursing program or a specialist post basic course of training which led to registration as a division 3 Nurse.
2. Relevant work experience, usually at least two years.
3. Advanced clinical knowledge and an understanding of the Mental Health & Wellbeing Act 2024, knowledge of other relevant legislation and state-side Psychiatric Service Frameworks Procedures and guidelines and Bendigo Health policy and procedures, and their application to clinical practice.
4. Experience in liaising and consulting 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. Computer and data entry skills.
7. High level of organisational, leadership, communication and interpersonal skills with a sound ability to strategically prioritise work requirements/demands.

## Desirable

8. A personal approach which is positive, enthusiastic, friendly and helpful
9. Awareness and understanding of the Safewards model and applying this to practice
10. Knowledge of Quality Improvement and flexibility to operate in an environment of change and continuous improvement

## 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.*