

Position Description

Position Title	Nurse Unit Manager - Ward 6C
Position Number	30028456
Division	Clinical Operations
Department	Ward 6C
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Nurse Unit Manager L3
Classification Code	NM12
Reports to	Director of Nursing - Medical Services
Management Level	Tier 3 - Business Manager
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• 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

The Nurse Unit Manager (NUM), supported by Associate Nurse Unit Managers (ANUMs), provides strategic and operational leadership to ensure the delivery of safe, high-quality, patient-centred care while driving service performance, workforce development, and continuous improvement. The role is responsible for fostering a culture of clinical excellence, accountability, and innovation, ensuring care delivery meets the complex needs of patients within respiratory, endocrinology, and geriatric medicine services.

In collaboration with the Director of Nursing, Medical Services, and key stakeholders, the NUM ensures professional and clinical development is aligned with the current and future needs of the service and Bendigo Health, supporting sustainable growth, evidence-based practice, and optimal patient outcomes.

Responsibilities and Accountabilities

The Nurse Unit Manager (NUM) is responsible for the overall leadership, management, and governance of the ward, ensuring the delivery of safe, high-quality, patient-centred care and achievement of organisational objectives. Key accountabilities include workforce management, payroll oversight, recruitment and retention, staff performance and development, budget management, resource allocation, compliance with accreditation and National Safety and Quality Health Service (NSQHS) Standards, Occupational Health and Safety (OH&S) requirements, policy development and review, clinical risk management, and continuous quality improvement. The NUM is responsible for monitoring and reporting on key performance indicators, preparing service reports, leading ward governance activities, and actively participating in organisational and multidisciplinary meetings, while working collaboratively with staff, medical, allied health, and executive stakeholders to support efficient service delivery and positive patient outcomes.

Key Responsibilities

- Provide leadership and operational management of the ward.
- Ensure safe, high-quality, patient-centred care and clinical governance.
- Manage recruitment, workforce planning, rostering, payroll, and staff performance.
- Foster staff engagement, wellbeing, and professional development.
- Ensure compliance with NSQHS Standards, accreditation requirements, and organisational policies.
- Promote Occupational Health and Safety (OH&S) and risk management practices.
- Lead quality improvement and service development initiatives.
- Manage ward budgets, resources, and financial performance.
- Monitor and report on key performance indicators (KPIs) and service outcomes.
- Develop, review, and implement policies and procedures.
- Attend and contribute to governance, operational, and multidisciplinary meetings.
- Collaborate with medical, nursing, allied health, and executive stakeholders to achieve organisational objectives.

Key Selection Criteria

Essential

1. Registered Nurse with the Nursing and Midwifery Board of Australia (AHPRA)
2. Demonstrated experience in health service management which includes developing a team, actively developing the service and leading change.
3. Demonstrated evidence of professional maturity in managing difficult situations.

4. Demonstrated awareness of current issues and trends in relation to acute clinical and management practice, LOS etc.
5. Ability to manage human resource and staffing issues in relation to quality patient care and the maintenance of acceptable clinical and professional standards.
6. Ability to operate effectively in an environment of change, demonstrating leadership, innovation and resourcefulness.
7. Demonstrated commitment to own professional development.
8. Ability to interact and communicate with a diverse range of people at all levels

Desirable

9. Ability to introduce new concepts through innovation, influencing, negotiating and persuasion

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.