Position Description

Position Title	Antenatal Team Leader
Position Number	30102761
Division	Clinical Operations
Department	Women's Health Clinics
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Associate Nurse Manager Year 1 – 2
Classification Code	YW11 – YW12
Reports to	Women's Clinic Maternity 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	• 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.

Antenatal Clinic

Antenatal Clinic at Bendigo Health provides care for 1800 women per annum. We work closely with regional maternity providers to support the care of women and babies across the Loddon Mallee. Women may be referred from regional maternity providers for antenatal care, often in partnership with their local health service. We occasionally receive referrals from the Grampians and Goulbourn North East Health Districts.
As a Maternity Level 5 service we have well established referral pathways with the Level 6 services. We work collaboratively, in partnership with the woman and the Level 6 services to provide comprehensive antenatal care.

The Position

The Antenatal Midwifery Team Leader reports to the Women's Clinic Maternity Unit Manager. The Midwifery Team Leader will demonstrate expert knowledge and skills with a management and leadership focus within the antenatal setting. The Team Leader midwife is responsible for the daily management and operations of one of the assigned Antenatal Teams at Bendigo Health.

In conjunction with the Antenatal Clinic Maternity Unit Manager, Clinical Midwife Specialist, Team Midwives, Obstetrician, medical workforce and multidisciplinary services, the Midwifery Team Leader will coordinate the daily midwifery staffing, clinic appointments and antenatal services and care provided to women within the assigned team.

The Team Leader midwife will be the first line resource for all staff within the team in conjunction with the Team Obstetrician. The Team Leader midwife will educate, support and promote clinical standards to achieve high quality antenatal care whilst facilitating an environment for the team that provides professional development, high job satisfaction and quality patient care and outcomes.

The Team Leader will be required to be responsive to the monitoring and actioning of both clinical and non-clinical indicators within the team. The understanding and awareness of quality, safety and clinical governance will be crucial to this role.

The Team Leader will have 0.1EFT allocated for administration and quality and safety activities and 0.4EFT in the antenatal setting, leading the team in a supernumerary capacity. The shifts will be set days to align with the team structure of Tuesday/Wednesday or Wednesday/Thursday and either a Monday or Friday once per fortnight for administration, quality and safety activities. All Midwifery Team Leaders will work together with their teams once per month to enable multidisciplinary team meeting, education and quality and safety activities.

Responsibilities and Accountabilities

- Reporting line for assigned midwifery team
- Provision of high-quality clinical care and professionalism to the women, staff and students of the assigned team
- Fosters cooperative relationships within the multidisciplinary environment
- Monitor the team's ongoing clinical outcomes and key performance indicators through clinical data review, quality reports and feedback mechanisms
- Support the team to undertake and report their portfolio work
- Assist in reviewing clinic lists to ensure right patients are booked into the right clinics
- Regular liaison with regional maternity providers, improving transfer or care for women when required

- Ensure appropriate staffing for clinics – this may include reallocation of appointments / closure of clinics / taking a clinical load
- Manage unplanned leave calls
- Point of service for patient experience as required
- Oversee and support completion of midwifery mandatory training within the team
- Coordination of in services or midwifery education during assigned team's allocated education time
- Review induction of labour bookings with the Obstetric team and Birthing Suite Maternity Unit Manager.
- In the absence of the Women's Clinic Manager the Midwifery Team Leader can act up in role.
- Participates in staff performance management and staff professional development reviews
- Maintains the accuracy of electronic rosters and KRONOS for payroll purposes
- Leads by example as a primary resource person, mentor and clinical leader to all nursing/midwifery staff rotating within the unit, including New Graduate RN's/RM's, and student nurses, both RN/RM.
- Ensure efficient utilisation of available resources
- Attend to daily iCOPE reports and faxes
- Follow up and escalation of internal and external investigations
- Coordination of patient care, with the appropriate disciplines and/or departments
- Assist with review and update of antenatal care policies, procedures and guidelines in accordance with review schedule
- Effective escalation of issues to the Antenatal Clinic Maternity Unit Manager
- Promotes evidence based clinical practice within existing policies, procedure and guidelines, while supporting patients, staff and students
- Participate in recruitment of midwifery staff within the Multidisciplinary Team structure, in partnership with Midwifery Unit Manager (MUM)
- The responsibilities associated with co-chairing the assigned maternity team Multidisciplinary Team Meeting
- Attend and actively contributing to multidisciplinary meetings

Key Selection Criteria

Essential

1. Current AHPRA registration as a Midwife with postgraduate qualifications and a current annual practising certificate.
2. Minimum four years' clinical experience with demonstrated expertise in antenatal maternity care and complex clinical assessment.
3. Proven ability to implement new models of care, lead change initiatives, and foster a positive, collaborative team culture.
4. Demonstrated experience managing a portfolio, team, or quality improvement project with measurable outcomes and sustained improvements.
5. Strong understanding of patient flow, access management principles, escalation of care processes, and service coordination.
6. Ability to work effectively within multidisciplinary teams, building strong professional relationships across disciplines.
7. Excellent written and verbal communication skills, including the ability to manage conflict, influence stakeholders, and communicate decisions effectively.
8. Sound knowledge of the National Safety and Quality Health Service (NSQHS) Standards and a demonstrated commitment to continuous quality improvement.
9. Demonstrated ability to analyse complex clinical situations, solve problems, make sound decisions, and apply risk mitigation strategies.

10. Commitment to ongoing professional development, self-reflection, goal setting, performance monitoring, and maintaining resilience under pressure.

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.