

Position Description

Position Title	Associate Midwifery Manager
Position Number	30100011
Division	Clinical Operations
Department	Women and Children
Enterprise Agreement	Nurses And Midwives (Victorian Pub Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Assoc Nurse Unit Manager Y1
Classification Code	YW11 – YW12
Reports to	Midwife Unit Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• 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](#)

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

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

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 the beginning of this document.

An Associate Midwife Manager - Women's Ward / Birthing Suite is an integral part of the Maternity Services leadership group, monitoring, evaluating and implementing strategies to ensure clinical excellence within the unit.

An Associate Midwife Manager – Women's Ward / Birthing Suite provides clinical, administrative and supportive management and guidance to the team in the absence of the Midwife Unit Manager, while actively supporting the organisations values and strategic direction.

Within Bendigo Health this position acts to support cohesive working relationships within Women's and Children's Services, including Obstetric and Paediatric teams and other key stakeholders associated with Women's health and wellbeing. The Associate Midwife Manager acts as a professional and clinical role model for other staff within the unit.

Responsibilities and Accountabilities

Key Responsibilities

- Provide safe and quality nursing/midwifery care in line with the Registered Nurse/ Registered Midwife standards for practice (Nursing and Midwifery Board of Australia), policies, protocols, guidelines and legislation.
- To demonstrate and follow professional nursing/midwifery standards of practice within the Women's Ward and Birthing Suite in accordance with Bendigo Health policies and guidelines.
- Assist in the assessment, planning, delivery and evaluation of a safe and high standard of nursing/midwifery care in partnership with birthing parents, babies, support networks and the multidisciplinary team involved in providing care.
- Report identified adverse events using the Bendigo Health risk assessment program, VHIMS. This includes to assist the Midwifery Unit Manager to investigate, implement and support change as a result of investigation outcomes.
- Provide responsible management of human, financial and environmental resources within the unit in collaboration with the Midwife Unit Manager.
- Act as a positive professional role model for nursing/midwifery at Bendigo Health.
- Engage in effective communication, to include the patient, their support network and the healthcare team to achieve excellence in outcomes.
- Ensure all people are treated with respect, dignity and courtesy in line with Bendigo Health policy and unit values.
- Ensure own professional development is current in accordance with Bendigo Health's Nursing and Midwifery Education Framework and support, encourage and guide all staff to maintain their education requirements.
- Demonstrate a commitment to organisational change and quality improvement. Contribute to the implementation and achievement of activities identified in the Women's Ward / Birthing Suite annual Quality Plan.
- Leading and active role of in a National Standard portfolio.
- Demonstrate ability to operate PC based software packages confidently at the level required to fulfil the position.
- Maintain accurate and timely documentation.
- Support the Midwife Unit Manager in ensuring the unit's business plan is developed, implemented, monitored and evaluated.
- Actively participate with the development and review of policies, procedures and guidelines.

- Escalate promptly all relevant and important issues to the Midwife Unit Manager or delegate if not available.

Key Selection Criteria

Essential

1. Registered with the Nursing and Midwifery Board of Australia (Australian Health Professionals Regulation Agency) as a Registered Midwife.
2. Demonstrated knowledge of the Nursing and Midwifery Board of Australia, Standards for practice (nurses & midwives), Code of Ethics (nurses & midwives), Code of conduct (nurses & midwives).
3. Demonstrate an advanced and current level of clinical midwifery skill and experience including assessment, problem solving and organisational skills in both Birth suite and in the postnatal/antenatal ward
4. Ability to take a leadership role both in daily practice issues as well as in emergency situations in either Birth Suite or Women's ward
5. Experience working as an Associate Midwife Manager or relieving in this role
6. Sound interpersonal and communication skills with a strong customer-focus especially with women and their families
7. Demonstrated ability to contribute to and practice collaboratively as part of a multidisciplinary team
8. A demonstrated high level of motivation and ability to provide effective family centred care in a complex maternity environment
9. Flexibility, adaptability and ability to manage in a fast-paced environment of change

Desirable

10. Demonstrated evidence of a commitment to the profession of midwifery in a regional setting. Ability and willingness to learn and operate in an environment of change with a personal approach which demonstrates values such as caring, passionate and trustworthy.
11. Awareness of current issues, trends and research in Midwifery.
12. Demonstrated evidence of commitment to ongoing education & professional development of self and others. Post graduate studies related to midwifery or if no qualifications, willingness to undertake relevant postgraduate studies

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.