

POSITION DESCRIPTION

Position Title:	Registered Psychiatric Nurse Grade 3 – Associate Nurse Unit Manager (ANUM)
Business Unit/Division:	Division of Mental Health
Award Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2020– 2024
Classification:	NP83 -NP74
Employment Type:	Part time 72hrs per fortnight
Reports to:	Program Manager of Northern Community Care Unit
Date Prepared/Updated:	Sept 2025

General Role Statement:

The ANUM reports and will work closely to the Program Manager via the Team Leader in managing the nursing and clerical resources available to the CCU and sets the clinical standards to achieve a high quality of service delivery for all consumers and carers.

The position requires active daily leadership that promotes the culture of CCU being a desirable place to work by being supportive of your colleagues, providing expert guidance and seeking solutions to issues that are faced.

ORGANISATIONAL OVERVIEW

Introduction

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Community Hospital
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

ROLE STATEMENT

The Registered Psychiatric Nurse Grade 3 – Associate Nurse Unit Manager (ANUM)

This position is responsible for:

Through strong leadership and positive role modelling the ANUM will work within a recovery framework under the direction of the Manager, Team leader and Lead Consultant to:

- Provide active leadership in the use of the recovery framework work and ensure the role works closely with CCU Consumers and their families / carers to achieve positive outcomes for individuals, who have severe disability associated with long term mental illness
- Perform nursing interventions, procedures and standards in accordance with Northern Health policy and procedures
- Liaise and work closely with the multi-disciplinary team to achieve the desired treatment outcomes
- Participate in any activities that promote and consolidate strategic partnerships with agencies crucial to the support of consumers at the CCU.
- Delegate, coordinate and supervise staff rostered for each shift based on workload prioritisation and staff level of experience to ensure safe and effective day-to-day operation of the CCU.
- Assume responsibility and accountability for the delegation of tasks and activities to an Enrolled Nurse (& undergraduate nurses) as well as demonstrating an understanding of the Scope of Practice of the Enrolled Nurse when delegating and allocating nursing activities
- Successful applicant appointed to the position will be required to work rotating roster and night shifts.

All employees:

Quality, Safety, Risk and Continuous Improvement

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Leadership

- Role model expert nursing practice within the recovery and wellness framework, including comprehensive assessment, planning, implementation, monitoring, and evaluation.
- Apply advanced clinical skills in risk assessment, management, and decision-making, ensuring clear communication in shift handovers.
- Deliver evidence-based care in collaboration with consumers, carers, families, and the multidisciplinary team.
- Lead accurate and recovery-focused 91-day reviews, documentation, and handovers in line with ISBAR and Recovery Wellness care plans.
- Demonstrate high-level communication, organisational, and collaborative skills as part of the CCU leadership and multidisciplinary teams.
- Address operational issues promptly, escalating and problem-solving with senior staff.
- Apply a sound working knowledge of the Mental Health Act and related legislation.
- Provide leadership in meetings, forums, and professional practice, ensuring adherence to TNH policies and standards.
- Support student learning and interprofessional education.
- Undertake portfolio leadership responsibilities as allocated.

Strategic and Project Management Leadership

- Plan, implement, and evaluate NCCU group programs to meet identified needs.
- Build and maintain collaborative partnerships, including with NAMHS PARC.
- Action TNH directives in consultation with the Program Manager.

Organisation-Wide Contribution

- Contribute to organisational planning activities, including strategic, workforce, and quality planning.
- Strengthen service integration with care providers to improve assessment, treatment, referral, discharge, and follow-up processes.
- Maintain awareness of service agreements and interagency linkages.
- Support effective relationships between NCCU and TNH inpatient, emergency, community, and partnership services.

Diversity and Inclusion

- Promote consumer rights, informed choice, and self-directed recovery.
- Recognise and respond to cultural diversity in service planning and delivery.

Innovation and Culture Change

- Drive continuous improvement in recovery-oriented and wellness-focused care.
- Foster a culture of collaboration, adaptability, and evidence-based practice.

SELECTION CRITERIA

Qualifications, Registrations and Qualities

Essential

- Bachelor Degree in Psychiatric / Mental Health Nursing or equivalent OR Bachelor Degree in Nursing or equivalent plus an approved postgraduate qualification in Psychiatric / Mental health Nursing
- Registration under the Health Practitioner Regulation National Law Act (2009) as a Registered Nurse with the Nursing and Midwifery Board of Australia (AHPRA)
- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

Experience

- 4 years of mental health nursing.

Knowledge, Skills and Behaviours

- Demonstrated ability to lead and role model professional standards of Nursing Practice
- Demonstrated capacity for initiative and an ability to work and make decisions independently
- Demonstrated commitment to ongoing professional development. Receiving, and providing discipline specific supervision
- Demonstrated computer literacy skills.
- Clinical expertise in mental state assessment and risk assessment Sound knowledge of relevant legislation, government policy and strategic directions in the mental health field.
- Ability to contribute to the mentoring of students as required.
- Current Victorian driver's license

Employee Declaration

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: