

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
- Mernda Community Hospital

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.

Essential:

- 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.

POSITION DESCRIPTION

Position Title:	Associate Nurse Unit Manager (ANUM)
Business Unit/Division:	Mental Health Division
Award Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2020-2024
Classification:	NP81-NP74
Employment Type:	Part Time
Reports to:	Program Manager
Date Prepared/Updated:	February 2026

ROLE STATEMENT

General Role Statement:

As a Registered Nurse, you play a pivotal role within the multidisciplinary healthcare team, working collaboratively to deliver high-quality care to patients and their families. You recognise the importance of providing evidence-based nursing practice that supports the best possible outcomes for all patients. Your interactions with patients, families, and colleagues—including bank and agency staff, medical and allied health professionals, and postgraduate, graduate, and undergraduate nursing students—are consistently guided by the organisation's values of patient-centred care, trust, and respect. You actively contribute to an environment that seeks continuous improvement in the quality of patient care.

The Associate Nurse Unit Manager (ANUM) undertakes all responsibilities of the Registered Nurse while demonstrating advanced clinical knowledge and leadership skills. The role carries a strong management focus within the inpatient unit.

As a key member of the inpatient leadership team, the ANUM supports the Program Manager and Team Leader in ensuring the effective and efficient operation of the clinical environment. The ANUM works closely with the Team Leader to manage nursing and clerical resources, uphold high clinical standards, and foster a supportive workplace culture that promotes professional development and job satisfaction for all staff. In the absence of the Program Manager or Team Leader, the ANUM assumes their responsibilities and delegated authority. This requires a comprehensive understanding of the administrative and operational functions of the department, alongside the ability to participate in direct patient care when appropriate. Throughout all aspects of the role, the ANUM upholds the values of Northern Health and ensures that services are delivered within a robust quality and governance framework and in alignment with Northern Health policies.

This role is expected to work rotating shifts including night shift.

This position is responsible for:

- Successful completion of all mandatory training requirements, including those aligned with the National Safety and Quality Health Service (NSQHS) Standards.
- Achievement of Northern Health and portfolio-specific KPI targets, as applicable to the designated area of responsibility.
- Demonstrated accountability for maintaining a safe working environment, ensuring adherence to all relevant legislative obligations relating to Occupational Health and Safety, anti-discrimination, and equal opportunity.

- Full compliance with Health Service and Division-specific regulations, Northern Health Policies and Procedures, the Code of Conduct, organisational by-laws, and the ethical standards of the nursing profession.
- Active responsibility for ongoing Continuing Professional Development (CPD) consistent with Northern Health's endorsed practice domains, including maintenance of a documented CPD portfolio in accordance with professional regulatory requirements.
- Adherence to all clinical governance, legislative, and documentation standards, including participation in clinical review processes and completion of clinical documentation in accordance with the Mental Health and Wellbeing Act 2022.
- Accountability for ensuring that all clinical information is accurately documented and securely stored in compliance with the Victorian Health Records Act 2001.
- Active participation in formal performance review and annual development discussions, contributing to a culture of reflection and continuous improvement.
- Practice within all applicable legal and regulatory frameworks, including the Mental Health and Wellbeing Act 2022, the Privacy Act, and the Chief Psychiatrist's Guidelines relating to Acute Care, Risk Management, and Adult Inpatient Unit practice.

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:

- Delegates, coordinates, and supervises staff rostered for each shift based on workload, clinical priorities, and staff skills and experience.
- Acts as Nurse Unit Manager in the absence of the NUM/Team Leader.
- Accepts responsibility and accountability for activities delegated to Enrolled Nurses, ensuring all delegation aligns with their Scope of Practice and organisational standards.
- Participates in staff performance management, including performance discussions and appraisal processes.

- Manages bed flow, serving as the primary point of contact for Northern EMH and Northern Corridor community teams regarding bed availability and admission acceptance.
- Completes initial intake documentation, ensuring accuracy of all medico-legal requirements, including those mandated under the Mental Health and Wellbeing Act 2022, and consults with the duty consultant prior to acceptance of admission.
- Collaborates with the Discharge Coordinator to ensure timely, planned discharges and achievement of agreed KPIs.
- Provides oversight and active participation in bed management conference calls, conducted twice daily.
- Ensures appropriate staffing levels for each shift and maintains oversight of safe skill mix.
- Maintains accurate electronic roster information to support payroll integrity.
- Works alongside and acts for the Unit Manager in the absence of the Team Leader, including responsibility for designated portfolios such as rostering, complaints review, or departmental projects.
- Leads by example as a clinical resource, mentor, and role model to all nursing staff, including graduate, postgraduate, RN and EN transition nurses, and student nurses.
- Monitors daily quality and safety indicators, including outcome measures, Safe Wards initiatives, smoking cessation pathways, patient identification/insurance checks, and other clinical or quality improvement activities as assigned.

Strategic and Project Management Leadership:

- Leads and contributes to key performance indicators (KPIs) relevant to the service.
- Supports and strengthens strategic partnerships with Emergency Mental Health, other inpatient programs, and relevant external service providers.
- Participates in clinical projects and practice improvement initiatives, collaborating with the Clinical Nurse Educator, Clinical Nurse Consultant, Program Manager, and Lead Consultant on programs such as Safe Wards, Safety First Initiatives, Sensory Modulation, clinical audits, and accreditation-related activities.

Organisation-Wide Contribution:

- Demonstrates commitment to organisational change and continuous improvement.
- Ensures accurate and timely maintenance of clinical records for consumers throughout their admission.
- Identifies barriers or delays to patient admission or discharge and escalates appropriately.
- Participates in or leads quality improvement initiatives within the unit and across the organisation.
- Provides high-quality, consumer-centred nursing care consistent with hospital policies and procedures.
- Prioritises and delivers individualised nursing care based on assessed consumer needs.
- Collaborates effectively as part of the multidisciplinary team to enhance continuity of care.
- Acts as a clinical role model, providing excellence in direct consumer care and service delivery.
- Ensures accurate clinical documentation in accordance with organisational standards and relevant legislation.
- Provides leadership in coordinating nursing responses to consumer deterioration, ensuring timely escalation.
- Demonstrates cultural sensitivity and awareness in all interactions.
- Acts as a consumer advocate, ensuring that rights, responsibilities, and dignity are upheld.
- Maintains strict confidentiality regarding consumers, staff, and organisational information.

Diversity and Inclusion:

- Supports the implementation of Northern Health's Cultural Responsiveness Plan.
- Demonstrates behaviours consistent with Northern Health's values

Innovation and Culture Change:

- Demonstrates strong commitment to ongoing professional development, maintaining and expanding clinical and leadership capabilities.
- Participates in service development activities, supporting quality initiatives, research, and evidence-based practice innovations.
- Contributes to the development and maintenance of a therapeutic, recovery-oriented environment and promotes a collaborative team culture.
- Promote a friendly, respectful and collaborative environment within the BIPU Team and across the AHMS

SELECTION CRITERIA

Qualifications, Registrations and Qualities:

- Registration as a registered nurse under the Health Practitioner Regulation National Law (Victoria) Act (2009) with AHPRA.
- Bachelor Degree in Psychiatric/Mental Health Nursing or equivalent, or, Bachelor Degree in Nursing plus a Postgraduate qualification in Psychiatric/Mental Health Nursing
- Comply with all legal requirements pertaining to the position including responsibility for maintaining current registration as required by your professional organisation or other applicable Acts. Especially the Mental Health and wellbeing Act (Victoria) 2022.

Experience:

- Minimum of 2 years' experience working in Mental health
- Demonstrated experience in Acute Psychiatry Inpatient Services

Knowledge, Skills and Behaviours:

- Comply with all legal requirements pertaining to the position including responsibility for maintaining current registration as required by your professional organisation or other applicable Acts. Especially the Mental Health and wellbeing Act (Victoria) 2022.
- Capacity to undertake direct clinical duties including treatment and clinical management of clients receiving acute mental health care.
- Well-developed knowledge and understanding of the public mental health service environment, the Mental Health Act and other relevant legislation, policies and strategic directions.
- Excellent interpersonal skills and the ability to develop effective relationships and communicate effectively with service leaders, clinicians, consumers, families/carers, colleagues and other service providers.
- The ability to show flexibility and strong organisation and time management skills.
- Enjoyment of and proven ability to work as part of a team.
- An ability to work responsibly and with autonomy.
- Professional self-awareness and reflective practice.

- Demonstrated commitment to ongoing professional development.
- Demonstrated ability to practice collaboratively as part of the interdisciplinary health care team
- Demonstrated provision of high-quality patient care
- Developed assessment, clinical reasoning, problem solving and prioritisation skills
- High motivation and willingness to learn
- Excellent communication, interpersonal and computer/keyboard skills
- High level of reliability and professional conduct

Employee Declaration

I have read, understood and accept the above Position Description.
(Please print name)

Signature: Date: