

POSITION DESCRIPTION

NSLHD - Nurse Unit Manager Mental Health Drug and Alcohol

	
Organisation	NSW Health
Local Health District / Agency	Northern Sydney Local Health District
Position Classification	Nurse Unit Mgr Lvl 1
State Award	Public Health System Nurses & Midwives (State) Award
Category	Nursing & Midwifery Nurse Unit Manager
Website	www.nslhd.health.nsw.gov.au/

PRIMARY PURPOSE

[MHDA Declaration](#)

Each person's unique journey of recovery will be supported by mental health drug and alcohol services in a way that fosters hope, purpose and resilience.

MHDA Statement of Intention

The intention of the NSLHD MHDA is to provide recovery-oriented, trauma informed services that are guided by evidence based practices and collaboration.

The Nurse Unit Manager (NUM) is in-charge of all aspects of the unit/ward environment and takes responsibility for the standard of patient care in the unit. The NUM is pivotal to the coordination of patient care, unit management and leadership to enable the delivery of safe, effective, quality nursing care and efficient use of resources.

COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA). New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an approved medical contraindication certificate certifying the worker cannot have any approved COVID-19 vaccines available in NSW.

Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations. Please provide proof of booster vaccination if available.

ESSENTIAL REQUIREMENTS

As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.

NSLHD supports [diversity and inclusion](#) and these principles should be applied when interacting with our patients and work colleagues.

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KEY ACCOUNTABILITIES

Patient Care Co-Ordination and the Practice of Nursing:

- The Nurse Unit Manager (NUM) will lead, direct and co-ordinate care in the ward or unit they are responsible for. This will be achieved through managing patient flow and ensuring rosters are developed to support the delivery of excellent patient care.
- The NUM will facilitate collaborative teams in the delivery of patient care, attending ward rounds with multidisciplinary team members where appropriate and leading discussions with doctors, nurses, midwives and allied health professionals.
- The incumbent will use patient and carer feedback to inform patient care service delivery. The NUM will enable a culture of enquiry and questioning regarding the provision and practice of nursing.
- The incumbent will establish and maintain the use of evidence based practice in the delivery of nursing care. The incumbent will adhere to all Australian Nursing and Midwifery Council, NSW Health and NSLHD Policies and Procedures.

Nursing Staff Management and Leadership:

- The NUM will be an exemplary role model for the professionals of nursing, maintaining a high level of communication and establishing relationships and trust within the ward or unit. This will be achieved through ensuring up to date performance reviews for staff, nurturing talent and enabling participation. The NUM must maintain an awareness of broader professional and health care issues and activities, participating in the professional association. The incumbent must inspire and support others to achieve their potential and enable others to achieve a shared vision.

Ward/Unit Management

- The NUM will ensure the human, physical and financial resources of the ward or unit are managed, in collaboration with relevant subject matter experts, to deliver safe and efficient health care within available resources. The incumbent will utilise problem solving skills in relation to issues within the ward or unit. The NUM will monitor and maintain a safe environment for patients, staff and visitors, in collaboration with the relevant subject matter experts.

KEY CHALLENGES

- Managing all aspects the ward or unit to ensure high quality patient care is delivered through the efficient use of resources.
- Managing the ward or unit in a fiscal manner which ensures appropriate use of resources and meeting the budget allocation.
- Managing a busy and varied workload with competing demands and priorities.

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KEY RELATIONSHIPS

Who	Why
Management	To report day to day tasks and any issues.
Nursing and Allied Health Staff	Communication purposes, to provide support, information and guidance.
External Non-Government Agencies	To share information.
Patients, Families and Carers	Education, to delicately provide updates and information.

SELECTION CRITERIA

1. Consistently demonstrates behaviours that reinforce the CORE Values of our organisation; Collaboration, Openness, Respect and Empowerment. Demonstrates these behaviours with all stakeholders; colleagues, direct reports, as well as our patients and consumers, and those that care for them.
2. Registered Nurse-Division 1 with Australian Health Practitioner Regulation Agency (APHRA) AND Relevant management tertiary qualification OR equivalent work experience, OR a combination of study and work experience; and demonstrated commitment to professional development.
3. Demonstrated ability to work both independently and in a team environment.
4. Demonstrated ability to lead, manage and support a clinical team.
5. Demonstrated excellence in written and verbal communication skills and computer literacy in Microsoft Applications, roster management systems and electronic medical records.
6. Demonstrated knowledge and/or experience in change management and initiating a new service delivery model within an established service.
7. Evidence of and commitment to patient/customer focussed care, clinical governance and quality improvement.

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CAPABILITIES FOR THE ROLE

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available via the [Public Service Commission website](#).

Capability Summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
	Display Resilience and Courage	Adept
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Adept
	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Foundational
	Influence and Negotiate	Intermediate
	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Foundational
	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Foundational
	Manage Reform and Change	Intermediate

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NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Intermediate	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and follow legislation, rules, policies, guidelines and codes of conduct • Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct • Recognise and report misconduct, illegal or inappropriate behaviour • Report and manage apparent conflicts of interest
Relationships Communicate Effectively	Intermediate	<ul style="list-style-type: none"> • Focus on key points and speak in 'Plain English' • Clearly explain and present ideas and arguments • Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others' non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly
Results Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> • Understand the team/unit objectives and align operational activities accordingly • Initiate, and develop team goals and plans and use feedback to inform future planning • Respond proactively to changing circumstances and adjust plans and schedules when necessary • Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals • Accommodate and respond with initiative to changing priorities and operating environments
Business Enablers Technology	Intermediate	<ul style="list-style-type: none"> • Apply computer applications that enable performance of more complex tasks • Apply practical skills in the use of relevant technology • Make effective use of records, information and knowledge management functions and systems • Understand and comply with information and communications security and acceptable use policies • Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies

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NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
People Management Manage and Develop People	Intermediate	<ul style="list-style-type: none">• Ensure that roles and responsibilities are clearly communicated• Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks• Develop team capability and recognise and develop potential in people• Be constructive and build on strengths when giving feedback• Identify and act on opportunities to provide coaching and mentoring• Recognise performance issues that need to be addressed and work towards resolution of issues