

POSITION DESCRIPTION

Nursing and Midwifery Education Manager

Supporting Everyone to be healthy and live well

PURPOSE OF THE ROLE

The Nursing & Midwifery Education Manager is an organisation-wide role focused on supporting nurses and midwives working in all settings at ERH, throughout all career stages. The role reports to the Director Education, Training & Research and is embedded within the multidisciplinary education team.

The Nursing & Midwifery Education Manager is a key role in the organisation to continually develop the capability and competency of nurses and midwives to deliver high quality healthcare. This will support the attraction, recruitment and retention of a talented, collaborative and innovative workforce and also build capacity for career development at ERH - entry pathways through to advanced practice roles.

The Nursing & Midwifery Education Manager will help to drive innovation in education, contribute to the strategic direction of nursing and midwifery education and lead the development of clinical education frameworks and programs for nurses and midwives and students that support consistency of professional practice and standards.

Position Details

Position Title:	Nursing & Midwifery Education Manager
Department	Education Training and Research
Reports to:	Director Education Training & Research
Positions Reporting to this role:	Clinical Nurse Educators
FTE:	0.7
Enterprise Agreement:	Nursing and Midwifery EA
Position Classification:	ZB4 – (Nurse Manager not elsewhere classified)
Position Description last reviewed:	24/04/2025

Key Accountabilities

Design, implement and oversee education programs for nurses and midwives, including undergraduate, new graduates, early career practitioners and experienced staff that align with the hospital's strategic goals and workforce needs
Address skills gaps by tailoring training to the unique needs of regional and rural healthcare
Ensure all training and education programs meet national standards, such as those set by AHPRA, NSQHS and relevant professional bodies
Support accreditation processes for nursing and midwifery training programs, ensure compliance with university placement requirements and consider student feedback to optimise placement learning experiences
Collaborate with other healthcare professionals, including Allied Health and medical education teams to promote interdisciplinary learning
Encourage evidence-based practice and support research initiatives in nursing and midwifery education

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- Engage with local communities, universities and government agencies to strengthen nursing and midwifery workforce development in regional areas with a particular focus on culturally and linguistically diverse minority groups
- Collaborate with Directors and Managers of nursing and midwifery to embed a 'Grow Your Own' culture
- Encourage an active learning culture using, innovative and flexible learning opportunities where appropriate
- Reporting on program outcomes and key performance indicators including Department of Health reports and data requirements
- Other duties as required or delegated by the Director of Education Training & Research
- Providing a leadership role for ERH GOTAFE teachers and students and liaising with the GOTAFE program coordinator

Organisational Responsibilities

- Positively promote ERH within and externally to the organisation
- Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct
- Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position
- Comply with relevant registration bodies mandatory continuing professional development requirements
- Carry out all work and interactions in alignment with the CARE values
- Report all incidents and near misses as soon as possible after the event
- Participate in risk management activities and assist with identification and control of risks within their department or area of work
- Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements
- Backfill the Director of Education, Training & Research position for periods of leave

CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:

Collaboration 	Works with a team focus Cooperates with others and gains input and support to assist in achieving objectives We work with others to achieve shared goals
Accountability 	Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
Respect 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
Excellence 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do

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Key Relationships

Internal	External
Education, Training & Research team, Director of Clinical Training, EDNM, DON's, NUMs, Nursing and Midwifery staff	University students, Universities, TAFE's, Department of Health, other Health services and other education providers

Selection Criteria

Essential:

Qualifications:

- Bachelor of Nursing and/or Bachelor of Midwifery with current registration with AHPRA

Minimum five years' experience post qualifying relevant to nursing or midwifery

Demonstrated experience in managing and leading nurses and midwives with the ability to provide leadership, innovation and quality improvement to achieve outcomes

Demonstrated experience in planning, delivering and evaluating evidence-based education and training programs for nurses and midwives

Proven leadership and management experience, particularly in workforce education and development to address strategic priority areas

Strong knowledge of accreditation standards, compliance requirements and best practice in nursing and midwifery education

Understanding of cultural safety principles, particularly in working with Aboriginal and Torres Strait Islander peoples

Excellent communication skills, including the ability influence others and outcomes and to develop reports and educational materials

Strong interpersonal and collaboration skills to build and maintain relationships (internal and external) with key stakeholders to advocate for workforce training needs and development

Satisfactory evidence of; National police check, Working with Children's and Vaccination status in line with policy and procedure at this time.





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Leadership Capabilities

The table below indicates the leadership capability levels required. This table will need to be read in conjunction with the ERH Leadership Capability Framework.

✓ **PLEASE USE A TICK ICON TO INDICATE REQUIRED LEVEL**

Category	Descriptors	Foundation	Proficient	Advanced	Highly Advanced
Collaboration 	Inspires direction & purpose			✓	
	Turns challenges into opportunities		✓		
	Communicates effectively		✓		
	Builds relationships			✓	
	Works collaboratively			✓	
Accountability 	Acts with integrity		✓		
	Demonstrates accountability		✓		
	Drives accountability			✓	
	Manages self		✓		
	Promotes innovation		✓		
Respect 	Accessible communicator			✓	
	Values difference		✓		
	Consistently articulates direction		✓		
	Empowers others			✓	
	Respectfully influences		✓		
Excellence 	Delivers results		✓		
	Plans and prioritises		✓		
	Thinks and solves problems			✓	
	Consumer focus		✓		
	Innovation change leader		✓		

TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: _____ Date: / /

Print Name: _____

cc: Employee File