POSITION DESCRIPTION

Nurse Unit Manager Cancer and Wellness Centre

Supporting Everyone to be healthy and live well

PURPOSE OF THE ROLE

Provide clinical and operational leadership for the Cancer and Wellness Centre, encompassing Medical Day Treatment, Oncology, Chemotherapy, Renal Dialysis, Wellness Programs & Integrated Allied Health and associated consulting services. Accountable for the delivery of safe, person-centred, high-quality care and the effective management of service performance, ensuring practice aligns with professional, regulatory and organisational standards. Promote a culture of continuous improvement, evidence-based practice, innovation and lifelong learning.

Position Details	
Position Title:	Nurse Unit Manager
Department	Cancer and Wellness Centre
Reports to:	Director of Nursing Residential and Clinical Services
Positions Reporting to this role:	CWC Nursing Positions & Wellness Coordinator.
FTE:	1.0
Budget:	
Enterprise Agreement:	Nurses and Midwives
Position Classification:	Nurse Manager NM12
Position Description last reviewed:	October 2026

Key Accountabilities
Develop an operational plan annually that identifies priority objectives for the unit in support of ERH Strategic Plan priorities. Inclusive of Wellness Centre and Integrated Cancer Services/relevant Allied Health Managers
Manage people and culture processes ensuring recruitment, retention, staff engagement, performance management and workforce planning are in line with organisational policies and procedures
Develop and maintain a comprehensive knowledge of relevant industrial awards, legislative requirements, quality/ risk frameworks and health industry innovations
Monitor, manage and report financial performance and activity levels monthly
Actively lead/participate in departmental and organisational meetings as required
Provide clinical oversight and professional leadership for the unit ensuring evidence-based standards of care are maintained and continually improved.
Ensure care is planned and delivered in partnership with relevant medical professionals, patients/consumers and care meets or exceeds the minimum level of care consumers expect, set out in NSQHS Standards.
Develop and implement processes that lead to demonstrable improvement in service integration and better patient/ consumer outcomes.
Work collaboratively with medical, allied health and support staff to ensure a multidisciplinary approach to care delivery.
Liaise closely with the Quality Safety Unit and Innovation and Improvement Advisor to develop and implement quality initiatives, regular auditing of clinical practice and processes and monitoring of patient outcomes.

Ensure patient and staff incidents are registered in the VHIMS incident management system, followed up, actioned within the ERH documented timeframe and trend information is made available to staff.
Receive and action consumer feedback/complaints (formal and informal) ensuring all feedback is registered, escalated (if required) to the Executive, appropriately investigated and outcomes communicated to the consumer.
Facilitate regular OHS environmental audits and follow up any recommended actions.
In liaison with the Education Department ensure staff complete mandatory and recommended training as outlined in the training matrix and a training needs analysis is completed annually.

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
All staff have a responsibility to uphold the organisation's Child Safety obligations, including compliance with the Child Safety Standards) ensuring the safety, wellbeing and rights of children are respected in all interactions and environment
Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements

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

Nurse Unit Manager Cancer and Wellness Centre

Key Relationships	
Internal	**External**
Nursing Management, Bed Manager/AHM	VMO's
Key Medical, Allied Health Managers/Team.	Regional/Metro Partners/Health Services/organisations such as McGrath Foundation, PCFA, Treasure Chest Charity.
Pharmacy Managers/Team	LMICS
	Department of Health Safer Care Victoria

Selection Criteria
Essential:
Qualifications: Registered Nurse
Experience in cancer and renal nursing with post basic qualification in a related field.
Demonstrated knowledge and experience of contemporary management practice and the ability to lead and manage staff in an environment of change.
Ability to prioritise, set goals and objectives and meet deadlines.
Excellent interpersonal communication skills and demonstrated ability to work collaboratively and effectively with people at all levels of the organisation.
Sound understanding of budget planning, monitoring and control, including knowledge of relevant funding streams.
A strong consumer focus and detailed knowledge of the minimum requirements set out in the NSQHS partnering with consumers standard
Knowledge and experience of continuous quality improvement processes and detailed understanding of minimum care requirements set out in NSQHS accreditation standards.
Computer literacy and word processing skills and the ability to understand and use a database for collection and analysis of data
Satisfactory evidence of; National police check, Working with Children's Check, *NDIS Worker Screening Check and Vaccination status* in line with role
Desirable:
Demonstrated ability in report writing
Commitment to ongoing professional development.
Post Basic Qualifications in Leadership

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			√	

Nurse Unit Manager Cancer and Wellness Centre

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