

Associate Nurse Unit Manager – Bayside Health

Date revised:	February 2026
Position:	ANUM
Award / Agreement:	Nurses & Midwives (Victorian Public Sector) (Single Interest) Employer Agreement
Classification Title	YW11-YW12
Department / Unit:	General Ward & UCC Leongatha Memorial Hospital
Care Group:	Bayside Regional Care Group
Accountable to:	Executive Director of Clinical Services
Number of direct reports:	N/A

About Bayside Health

Bayside Health is a public health service delivering high-quality care across every stage of life for close to 1.2 million people living in metropolitan Melbourne, the Mornington Peninsula, Koo Wee Rup, Bass Coast and Southern Gippsland.

We have more than 15 main sites, including hospitals, centres and clinics that provide comprehensive care from welcoming newborns to supporting older people and a full range of services in between.

More than 22,000 dedicated staff are focussed on providing exceptional, equitable, and locally connected care through shared expertise, compassion, and a commitment to continuous growth. Education and training are central to staff development as we encourage all employees to strive and thrive.

Bayside Health was formed following the merger of Alfred Health, Bass Coast Health, Gippsland Southern Health Service, Kooweerup Regional Health Service and Peninsula Health on 1 January 2026.

Care Groups

Bayside Health is organised into three care groups:

- 1. Alfred Care Group** operates The Alfred, Caulfield Hospital, Sandringham Hospital and Melbourne Sexual Health Centre. Australia's busiest Emergency and Trauma Centre and largest Intensive Care Unit is located at The Alfred. From here we provide nineteen statewide services to support the Victorian community. It is also the largest site for clinical trials in Australia.
- 2. Peninsula Care Group** operates Frankston Hospital, the new Peninsula University Hospital and Rosebud Hospital among other sites and facilities. The new hospital will transform local care with dedicated wards and services. The group also operates MePACS, a personal alarm service, which cares for around 50,000 elderly and vulnerable people across Australia.

3. **Bayside Regional Care Group** operates sites at Kooweerup, Korumburra, Leongatha, Phillip Island and Wonthaggi and specialises in rural and regional care.

Our Code of Conduct

Our staff are expected to demonstrate and uphold the behaviours set out in Bayside Health's Code of Conduct.

Division

Korumburra Hospital & Leongatha Memorial Hospital are a major provider of healthcare in the South Gippsland Shire. We offer a broad range of services that meet the needs of a diverse and sparsely populated area with many small rural communities. With acute and sub-acute facilities & three aged care homes between the two campuses. We offer a broad range of specialist, general, acute, subacute, ambulatory, residential aged care and community services.

Position Summary

The ANUM provides strong clinical leadership across the General Ward and Urgent Care Centre, coordinating care and managing the unit in the NUM's absence. They use sound clinical judgement to guide decision-making, oversee assessments and documentation, and escalate concerns appropriately. The role includes managing shift coordination, staffing, workload prioritisation, and compliance with organisational and legislative requirements. As a mentor and role model, the ANUM supports staff development, student supervision, and safe clinical practice. They lead risk management and quality improvement activities while upholding patient-centred care, safety, and confidentiality.

Key duties and responsibilities

- Provide shift leadership by managing the ward, ensuring safe, effective clinical oversight and acting as a professional role model.
- Support high-quality clinical care through comprehensive assessments, accurate documentation, and consistent care planning across all settings.
- Apply critical thinking to identify deterioration, escalate concerns, allocate resources appropriately, and respond to urgent clinical needs.
- Manage and assist in the Urgent Care Centre, including performing or working towards competency in triage and supporting safe patient flow.
- Ensure compliance and standards by upholding organisational policies, clinical guidelines, safety procedures, and maintaining equipment and environmental safety.
- Support workforce management by assisting with rosters, staffing mix, leave processes, and administrative duties aligned with clinical portfolios.
- Develop and support staff through supervision of students, orientation of new staff, contributing to in-service education, and promoting professional growth.
- Contribute to quality improvement by assisting with audits, supporting change initiatives, resolving patient concerns, and aligning performance with organisational goals.

Key capabilities

1. Clinical Leadership & Decision-Making

- Leads the ward during NUM absence, providing strong clinical oversight.
- Uses critical and reflective thinking to guide care decisions, escalate concerns, and manage complex patient needs.
- Ensures high-quality clinical documentation, assessment, and care planning across the team.

2. Operational & Workforce Management

- Manages shift coordination, staffing mix, rosters, and workload prioritisation.
- Ensures compliance with the Safe Patient Care Act, enterprise agreement, and organisational policies.
- Handles administrative tasks such as leave approvals, incident reviews, audits, and portfolio responsibilities.

3. Team Development, Support & Professional Standards

- Acts as a role model, setting expectations and holding staff accountable.
- Supports staff education, student supervision, orientation, and in-service programs
- Identifies and manages clinical risks, emergencies, equipment safety, and hazard control.
- Supports accreditation, quality indicators, audits, and improvement initiatives

Quality, safety, risk and 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 guidelines.
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Escalate safety, quality & risk concerns to the appropriate staff member if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient-Centred Care.
- Comply with Bayside Health's mandatory continuing professional development requirements.
- Comply with National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- Maintain responsibility for supporting enterprise security.

Other requirements for all Bayside Health staff

- Ensure compliance with relevant Bayside Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Bayside Health.
- Comply with Bayside Health's medication management and medication safety policies and guidelines.
- Comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Research activities will be undertaken commensurate with the role.
- In accordance with Directions made by the Secretary, Department of Health, all Bayside Health employees working in Category A or B roles (as determined by the department's risk ratings) must be vaccinated against Influenza with a TGA approved vaccine

QUALIFICATIONS/EXPERIENCE REQUIRED

Essential

- AHPRA-registered Registered Nurse with demonstrated experience as in-charge in acute/subacute wards or Urgent Care Centre, plus working knowledge of emergency/critical care environments.

Desirable

- Post-graduate qualification or clinical experience in Emergency Nursing (desirable but advantageous for the role).
- Previous experience as ANUM/CNS

Commitment to child safety

Bayside Health has zero tolerance for child abuse and is committed to acting in the best interest of children in our care. We promote cultural safety and participation of Aboriginal children, children of cultural and linguistic diversity and those with disabilities to keep them safe at all times.

Position Description authorised by: Executive Director of Clinical Services

Date: 20/02/2026