

POSITION DESCRIPTION

Position Title	Nurse Manager
Reports To	Director Strategy and Operations
Days per week	2-3 negotiable
Department	Clinical Services
Location	Box Hill & Melbourne CBD
Direct Reports	4
Award & Classification	SHV and ANMF EA 2022
Date Reviewed	December 2025
Next Review Date	December 2026

POSITION PURPOSE

Sexual Health Victoria is a Sexual Health and Education Centre.

The Nurse Manager (NM) role blends sexual and reproductive health care knowledge with leadership and operational practice management to deliver inclusive, safe and high-quality clinical care. The role encompasses the efficient and effective day to day management of the clinics and the effective use of clinical resources. This includes, but is not limited to, the nursing team, their development and scope of practice, risk and compliance management, and the design and development of new and innovative models of care.

Working closely with the Practice Manager, Nurse Practitioner, Medical Director and the Head of Education Services, the NM manages the nursing team and supports the delivery of client centred, evidence based and advanced sexual and reproductive nursing care.

ROLE AND RESPONSIBILITIES

Leadership and Management

- Provide leadership excellence, managing and coordinating the nursing team to provide exceptional nursing and clinical care
- Build a highly engaged nursing team through recruitment and selection processes aligned to SHV's strategic and operational objectives
- Work with colleagues in the SHV leadership team to develop operating plans aligned with strategic goals and outcomes
- Oversee and support all nursing activities and initiatives, including allocation and rostering of staff and staff recruitment
- Initiate, contribute to, and participate in organisation development projects, policy development and implementation
- Foster a whole of organisation approach to change management, service delivery and internal communications
- Lead, manage and/or participate in the review, development and implementation of clinical practice guidelines and procedures
- Comply, and ensure the compliance of others, with the code of ethics and legal requirements of the nursing profession
- Participate positively within the multidisciplinary framework of SHV by undertaking duties that will contribute to the efficiency of clinic services, as requested.

Clinical Services

- Lead daily allocation of nursing staff to ensure adequate and safe skill mix, workload and the provision of excellence in quality clinical care
- Identify, monitor and support client needs to ensure the nursing team provide client centred, evidence based care

- Ensure budgetary efficiency of all stock management systems and processes and maintain critical stock levels of all clinical supplies, delegating tasks where appropriate
- Facilitate and oversee the safe storage and stock rotation of sterile products within the practice
- Review, maintain and implement clinical operational protocols relating to clinical nursing service provision and ensure consistency with best practice and national guidelines where relevant
- Maintain accountability and leadership in the implementation, compliance, monitoring and appropriate delegation of:
 - infection control standards in clinical areas
 - ordering and control of vaccines and undertake vaccine fridge auditing
- Facilitation and reporting and cold chain breach management, logging tag temperature readings and rotation within the vaccine fridge, and
- Effective and safe management of clinical waste procedures.

Quality and Continuous Improvement

- Develop strategies for the continuous improvement of service delivery of Clinical Services with reference to demand, sector and regulation changes and SHV strategy
- Contribute to the leadership and participation in the Clinical Governance Committee
- Develop and implement policies and procedures that meet best practice standards in the delivery of clinical services
- Ensure the ongoing robust review and audit of clinic policies, practices and reporting to ensure compliance with policies and standards and identify and implement rectification strategies for non-compliance
- Lead, identify and manage continuous improvement and clinical service opportunities
- In collaboration with peers, develop and maintain quality control procedures to ensure safe, inclusive and quality clinical nursing practice
- Maintain and support data collection and evaluation activities
- Accountable for attainment/retention of clinical accreditations and program audits/reviews
- Manage the implementation of actions arising from relevant internal and external audits.

Budgeting and Finance

- Prepare and manage financial matters, budget and cost control in consultation with Medical Director and Director Strategy and Operations
- Identify and develop opportunities for income generation through the provision of services
- Identify and/or implement opportunities for cost savings or consolidation
- Support forecasting and organisation wide financial management through the identification and analysis of variances to budget.

Risk Management

- Participate in the development of frameworks for building consultative decision-making processes for risk management and risk mitigation
- Provide accurate and timely information for examination by relevant internal and external stakeholders as required
- Manage risk reporting requirements.

Workforce Development

- Accountable for nursing professional development, workplans and continuous conversations
- Undertake, offer and support others to, participate in continuing nursing education which contributes to professional currency of practice, quality assurance and service improvement
- In collaboration with the Nurse Practitioner, ensure nurses maintain currency in contemporary nursing care provision, clinical and operational protocols aligned to best practice and relevant national guidelines
- Ensure all nursing staff maintain their professional practice in accordance with APHRA requirements registration and accreditation standards

- Support ongoing involvement in building nursing workforce capacity through the provision of clinical training to nurses and midwives undertaking practicums in SHV clinics.
- Provide education, as required, to participants in SHV clinical educational programs.

Research and Evaluation

- Identify or participate in relevant research studies and ensure SHV provides accurate data for clinical research studies
- Assist and support the development of processes and protocols for research within clinical setting

General

- Lead and role model a collaborative and collegiate team approach, working alongside all other staff
- Adhere to policies and procedures and relevant legal requirements
- In addition to the duties and specific accountabilities specified in this position description, perform any other tasks duties and responsibilities appropriate to the position and any other reasonable duties specifically assigned

Workplace, Health and Safety

- Contribute to the development of, and ensure compliance with workplace health and safety guidelines
- Provide, so far as is reasonably practicable, a healthy and safe workplace for employees who are within SHV's clinical setting
- Actively review work procedures to ensure all work is performed in a safe manner
- Actively lead accident/incident investigations involving employees under your supervision
- Create an environment where issues are raised, recorded and resolved
- Provide adequate instruction, information, supervision and training for employees to perform their work in a safe manner
- Ensure all new clinical nursing staff are provided with an induction to the work area.
- Facilitate the development of safe work instructions for all techniques, processes, equipment and machinery as required
- Organise for staff to attend OHS training courses as required
- Provide adequate supervision for staff depending on the nature of the tasks and associated roles.

RELATIONSHIPS

Internal

Director Strategy & Operations
Nurse Practitioner
Medical Director
Clinical team
Clinical Education team
Other SHV employees

External

Clients, partners, carers etc
Other health professionals and stakeholders
Government agencies & stakeholders
Suppliers & contractors

EXPERIENCE / QUALIFICATIONS

Experience

Demonstrated experience in leadership, management and direct clinical supervision in Reproductive Sexual Health clinical environment
Experience in (or aptitude for) working with leadership team to develop and implement operational plans and budgets aligned with strategic outcomes.

Qualifications

Current AHPRA registration Registered Nurse Division 1 qualification
Post Graduate Teaching Certificate/Diploma or Certificate IV in Training and Assessment (desirable)

SKILLS	
Highly developed time management, priority setting and organisational skills	Thinks creatively to identify improvements and make sound decisions
Highly developed interpersonal, negotiation and problem-solving skills	Strong client and interpersonal skills to establish trust and relationships
Highly developed written and analytical skills and open verbal communication skills	Self-motivated and an ability to work independently with minimal supervision and as part of a dynamic and flexible team
Ability to coach, mentor, support and lead a team and promote teamwork	Able to delegate tasks effectively while ensuring accountability

CORE COMPETENCIES	
Make sound decisions	Think creatively / identify improvements
Uses financial data	Act strategically
Meet customer needs	Build realistic plans
Manage execution	Show drive and initiative
Build support	Motivate others
Establish relationships	Foster open communication
Promote teamwork	Develop others
Establish trust	Adapt and learn from experience

NOTES
<ul style="list-style-type: none"> ▪ Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive. The company may require you to undertake additional responsibilities or work in other areas to those outlined in this position description subject to business requirements and your skills and competencies. ▪ <i>Diversity & Equal Opportunity</i> SHV is committed to providing respectful, inclusive services and work environments where all individuals feel accepted, safe, affirmed, and celebrated. With our commitment to embracing diversity and eliminating all forms of discrimination in the provision of reproductive and sexual health services, we welcome all people irrespective of cultural or linguistic background, sexual orientation, gender identity, intersex status, religion or spiritual beliefs, socio economic status, age, or abilities. ▪ A statutory requirement of every role requires that you ensure awareness and compliance with all legislation that impacts your work area, i.e., Work, Health & Safety. ▪ You must ensure that: <ul style="list-style-type: none"> ○ all activities are conducted in accordance with relevant Company policies, procedures, and practices. ○ uphold ethical standards and values and act with honesty, integrity, and good faith at all times. ○ ensure that you act in ways that advance the organisation's objectives, values, and reputation

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood, and accepted the above Position Description.

Signed: _____

Date: ____/____/____

