

**Inclusive****Compassionate****Progressive****Accountable**

## **Maternity & Gynaecology Unit Manager**

**M&G NUM 0.5 FTE Job Share Role and up to 0.5 FTE ANUM**  
**Short Term Contracts Considered**

Expressions of interest are sort from suitably qualified RM's looking for a new leadership challenge. This is a shared role of M&G NUM 0.5 FTE plus up to 0.5FTE of ANUM, depending on the capacity you would like to work.

If you are a registered Midwife looking for that next exciting step in a leadership role or an experienced MUM/ANUM looking for a tree change then look no further.

Situated on the banks of Victoria's famous Murray River around 3.5 hours from Melbourne, Swan Hill offers the perfect platform to embrace the charm and pace only a regional lifestyle on the Murray can offer.

Our amazing team of midwives (17 EFT) are truly dedicated to the women and babies of our region. Our midwifery department has 2 birthing suites, 4 single bedrooms with ensuite facilities, provides pre- and post-natal services and births 200 babies per year.

### **Why you should apply:**

- ✓ Enjoy a rewarding role mentoring and supporting our dedicated midwifery team.
- ✓ Become part of a progressive and innovative organisation that makes a difference for our community.
- ✓ Ability to work within minutes from home. No more commuting.
- ✓ Enjoy a reduction in your living costs with affordable housing, entertainment and education.

### **What you need:**

- ✓ Registered Nurse/Registered Midwife with Nursing and Midwifery Board of Australia.
- ✓ Minimum five years (5) postgraduate experience and experience in antenatal, intrapartum and postnatal care.
- ✓ Demonstrated knowledge of contemporary nursing and midwifery theory and practice.
- ✓ Demonstrated capacity to manage staff and provide leadership within the nursing/midwifery team.

\*Please refer to the position description for other key selection criteria requirements

### **Want more info?**

For more information on this role please contact our Acting Director of Clinical Care, Ms. Joanna Dillon on (03) 5033 9250 or email [jdillon@shdh.org.au](mailto:jdillon@shdh.org.au).

Applications including the names of three referees should be forwarded to: [employment@shdh.org.au](mailto:employment@shdh.org.au).

Applications will only be accepted if they address the Key Selection Criteria and include an APPLICATION FOR EMPLOYMENT FORM. Email applications are preferred.

***Aboriginal and Torres Strait Islander people are encouraged to apply***  
***Closing Date: 22.08.25***

<b>Position:</b>	<b>Maternity and Gynaecology Unit Manager – Maternity and Gynaecology Services</b>
<b>Classification:</b>	NM10, Grade NM 2
<b>Department:</b>	Midwifery
<b>Reports to:</b>	Executive Director - Clinical Care
<b>Position Summary:</b>	The position provides the Maternity and Gynaecology Services with day to day operational leadership and management to ensure quality and safety in clinical care delivery. The Maternity and Gynaecology Services Unit Manager co-ordinates and provides direct and indirect care for patients within the maternity unit and participates within the Clinical Services division management team.
<b>Responsibilities:</b>	<p><b>Patient Care:</b></p> <ul style="list-style-type: none"> <li>• Provides clinical supervision and advice to midwifery staff on all elements of maternity patient care.</li> <li>• Provides direct nursing/midwifery care, including in instances of birth room emergencies and complications, and neonatal or premature baby emergencies and complications.</li> <li>• Escalates care appropriately when required to optimize patient safety and care outcomes.</li> <li>• Demonstrates a commitment to a high standard of patient care whilst promoting a healthy, safe and happy family unit.</li> <li>• Supervises the planning of appropriate nursing/midwifery care to enable the effective utilization of available resources to achieve the Unit's philosophy and objectives.</li> <li>• Encourages and supports active birthing practices ensuring optimum patient/partner participation in labour.</li> <li>• Encourages and supports breast feeding practices and ensures all midwives and students are consistent in their approach to breast feeding support.</li> <li>• Liaises with Maternal and Child Health Nurses to enhance follow up care of mothers and babies.</li> <li>• Liaises with community agencies to support families with special needs and enhance continuity of care in the community.</li> <li>• Supports domiciliary midwifery, Preparation for Childbirth Education Ante-natal Booking-in and Midwife Clinic through the allocation of appropriate resources.</li> <li>• Ensures all care delivered is consistent with the DHHS Capability Framework for Maternity and Newborn care.</li> <li>• Supports patient care across Swan Hill District Health Gynaecology services- including the Swan Hill Primary Health Medical Clinic, Perioperative and post operative care areas.</li> </ul> <p><b>Management:</b></p> <ul style="list-style-type: none"> <li>• Co-ordinates Midwifery services in the Unit in an efficient and effective manner ensuring wherever possible that rosters reflect safe patient care legislation ratios. .</li> <li>• Facilitates case reviews including those that meet criteria for presentation at the Loddon Mallee Region Maternal &amp; Newborn M&amp;M Committee.</li> <li>• Ensures that all staff complete a My Work Plan annually.</li> <li>• Counsel's staff regarding their work related strengths and weaknesses utilizing the HWE Managing for Improved Performance process.</li> <li>• Attends and participates in Divisional and Department Head meetings and</li> </ul>

	<p>other meetings which require input on nursing/midwifery related matters.</p> <ul style="list-style-type: none"> <li>• Ensures optimum patient care by monitoring patient dependency, and in consultation with the Nursing Supervisor ensuring adequate resources are available.</li> <li>• Maintains an effective ongoing orientation program.</li> <li>• Encourages the continuing development of each individual as a professional practitioner.</li> <li>• Maintains and promotes harmonious relationships between all staff.</li> <li>• Ensures safe and equitable rostering of staff.</li> <li>• Supports the recommendations of any external reviews and works with Executive and others to achieve optimal outcomes..</li> <li>• Evaluates the service and responds to changed need and demand through the development of an appropriately skilled workforce and innovation in care delivery.</li> <li>• Demonstrates an understanding of industrial requirements in managing nursing/midwifery workforce issues and other legislation and codes of practice applying to the workplace.</li> <li>• Maintains Maternity and Gynaecology focused policy &amp; procedures.</li> <li>• Co-ordinates the Midwifery Services Management committee meetings second monthly.</li> <li>• Supports all midwives working in Midwifery to achieve FSEP level 3 and ensures that the requirements of the VMIA Incentivizing Better Safety Patient Care are achieved, and supports midwives to work to their full scope of practice.</li> <li>• Provides a supportive environment for Postgraduate Diploma Midwifery Science paid employment model students and monitors student progress liaising with La Trobe University as required.</li> <li>• Facilitates PROMPT education through supporting the facilitators and working with Nursing staff Development to meet other education and training requirements for midwives.</li> </ul>
<b>Key Selection Criteria</b>	<p><b><i>Essential:</i></b></p> <ul style="list-style-type: none"> <li>• Registered Nurse/Registered Midwife with Nursing and Midwifery Board of Australia.</li> <li>• Minimum five years (5) postgraduate experience and experience in antenatal, intrapartum and postnatal care.</li> <li>• Demonstrated knowledge of contemporary nursing and midwifery theory and practice.</li> <li>• Demonstrated knowledge and understanding of National Standards Accreditation.</li> <li>• Demonstrated capacity to manage staff and provide leadership within the nursing/midwifery team.</li> <li>• Ability to apply contemporary management theory and cost effective resource management.</li> <li>• Evidence of commitment to Continuous Improvement and the delivery of a high standard of patient/client care and service.</li> <li>• FSEP level 3 competency or willingness to achieve same.</li> <li>• Evidence of annual participation in Neonatal resuscitation training, Maternity and Newborn Emergency Management Training and commitment to supporting PROMPT education within the Unit.</li> <li>• Proficiency in the use of information technology and specifically the Birthing Outcomes System as a super user.</li> <li>• Ability to work as an effective team member and establish positive and collaborative relationships across the organization.</li> <li>• Current National Police Record Check</li> <li>• Current "Working with Children Permit"</li> <li>• Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.</li> </ul>

<b>Salary/Award:</b>	Nurses and Midwives (Victorian Public Health Sector) Single Interest Employer Agreement.
<b>First Nations:</b>	Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji and the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>Each staff member is expected to demonstrate a commitment to best practice.</li> <li>All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols</li> </ul>
<b>Person Centered Care:</b>	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>We recognize diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</p>
<b>Child Safety:</b>	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
<b>Our Purpose:</b>	<p><b>Connected Care / Best Experience</b></p> <p>SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
<b>Privacy and Confidentiality:</b>	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
<b>Mandatory Training:</b>	All employees must be aware of and complete designated mandatory training within the required time frame.
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>Take reasonable care for your safety and the safety of others while at work.</li> <li>Report accidents, incidents and potential hazards as soon as reasonably</li> </ul>

	<p>practicable to your supervisor and record on VHIMS reporting system.</p> <ul style="list-style-type: none"><li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li><li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li><li>• Complete all Mandatory training requirements as identified and directed.</li><li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li></ul>
<b>Asset Management:</b>	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Previous Revision dates:</b>	March 2011, April 2015, November 2018, Dec 20, Feb 22
<b>Current:</b>	March 25
<b>Managers Name:</b>	Chloe Keogh
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



<b>Position Applying for:</b>			
<b>How did you hear about this vacancy?</b>	<input type="checkbox"/> Current Employee	<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Newspaper Ad
	<input type="checkbox"/> Radio Ad	<input type="checkbox"/> Seek	<input type="checkbox"/> Search engine
	<input type="checkbox"/> Social Media	<input type="checkbox"/> SHDH website	
	<input type="checkbox"/> Other, please specify.....		

<b>First name:</b>		<b>Last Name:</b>	
<b>Date of birth:</b>		<b>Country of birth:</b>	
<b>Postal Address:</b>			
<b>Contact</b>	<b><u>Phone</u></b>	<b><u>Email</u></b>	

Are you of Aboriginal/Torres Strait Islander Origin? ☐ No ☐ Aboriginal ☐ Torres Strait Islander  
(This question is voluntary)

Do you wish to be identified under this category? ☐ Yes ☐ No

Are you an Australian Citizen or Permanent Resident: ☐ Yes ☐ No Date of Grant ...../...../.....

If no, what is your current Visa Status – Visa type \_\_\_\_\_ Expiry date ...../...../.....

Place/Country of issue: \_\_\_\_\_ Issue Number: \_\_\_\_\_

Do you require sponsorship? ☐ Yes ☐ No

**PLEASE ATTACH VISA DETAILS AND/OR STATUS INFORMATION WITH YOUR APPLICATION**

### Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

**Initial employment is subject to:**

- 6 months' probationary period (with a review at 3 months.)
- Requirement to work any shift
- Requirement to work in any department as required

**Hours of Work** – ☐ Full Time ☐ Part time ☐ Casual ☐ Fixed Term

Alternatively, please state availability:

### Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? ☐ Yes ☐ No

If **Yes**, please provide details:

## Police Check & Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment. It is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

### Do you have a current Police Check?

☐ Yes (please provide) ☐ No, but I am willing to get one if my application is successful.

### Do you have a current Employee Working with Children Check?

☐ Yes (please provide) ☐ No, but I am willing to get one if my application is successful.

## Pre-existing Health & Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

### Disclosure advice: - (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

**Signature of applicant:** \_\_\_\_\_ **Date:** ...../...../.....

**Enquiries can be directed to:** Recruitment Services P: 03 5033 9499, E: [employment@shdh.org.au](mailto:employment@shdh.org.au)

The Application for Employment form is required to be submitted with the following documents:

- ☐ Covering letter in support of application
- ☐ Response to Key Selection Criteria
- ☐ Resume
- ☐ Qualification evidence or supporting documentation
- ☐ Visa Detail (if relevant)