

Position Description – Warracknabeal Campus Manager

Position	Warracknabeal Campus Manager
Classification	RN65 Campus DON of Group 8D campus
Award	<i>Nurses and Midwives (Victorian Public Sector) Single Interest Employer Agreement 2024-2028</i>
Reports to	Executive Manager Clinical Services
Direct reports	Yarriambiack Lodge Nurse Unit Manager, Wararcknabeal Acute Ward Nurse Unit Manager, Warracknabeal Aged Care and Acute Care nursing staff
Key relationships	Executive team members, all team members including Registered nurses, Enrolled Nurses, Health Care Workers, rostering officers, consumers and their chosen supports, General Practitioners and Nurse Practitioner, Allied Health professionals, Pharmacists, Rural Northwest Health Board Members, Ambulance Victoria, GRHA, community members, Infection Prevention and Control Nurse Consultant, Leisure and Lifestyle Coordinator, Pharmacist/s
Hours of Work	Full-time, 80 hours per fortnight with ADO

About Rural Northwest Health

Rural Northwest Health employs approx. 300 team members across the campuses of Warracknabeal, Beulah and Hopetoun.

Rural Northwest Health is focused on caring and supporting people to be healthy and living a full life. Our organisation is committed to delivering our strategic goals for 2020 - 2025:

- Our care – we will focus on safety, quality and accessibility in delivering healthcare across our community.
- Our team – we will focus on our culture, skilling our team and ensure we have effective and fit for purpose systems to make RNH an impactful and progressive organisation.
- Our partnerships – we will focus on collaboration both within and beyond the healthcare sector to meaningfully engage with our communities.

OUR VISION

Strong, healthy, vibrant rural communities.

OUR MISSION

To promote wellness, enhance health, and support healthy ageing.

WHAT DEFINES US



We are committed to excellence



We listen and collaborate



We are caring and connected



We are friendly and enjoy our work



We are lifelong learners

Position Description – Warracknabeal Campus Manager

Position summary

The Warracknabeal Campus Manager is a key senior management role and will contribute to Rural Northwest Health achieving quality care, leadership, positive team culture and innovation in rural health.

Key responsibilities include ensuring that safe, high-quality services are delivered to the community as close to home as possible, and that team members are engaged, developed and striving to achieve this goal.

The Warracknabeal Campus Manager will lead and support team members to undertake their roles and responsibilities professionally, responsibly, effectively and efficiently. This role will also identify risks and opportunities for improvement, be capable of prioritizing demands and oversee delivery of agreed projects linked to key priorities and Rural Northwest Health's Strategic Plan.

Key responsibilities

- Lead the provision of high-quality clinical care and support services at Rural Northwest Health's Warracknabeal campus, and ensure services provided reflect and support the community's needs, enabling community members to improve their health outcomes and live a good life.
- Be accountable for the day-to-day running of the Warracknabeal campus.
- Assist and lead the delivery of projects to meet the strategic goals and statement of priorities.
- Engage with Warracknabeal community members to understand their health care service needs and expectations.
- Participate in the strategic, business and budget planning processes and report progress with regards to monitoring and controlling budget expenditure.
- Participate in relevant organisational committees and prepare and submit reports as required by the CEO, the Executive Manager for Clinical Services and other members of the Executive Leadership team.
- Support the establishment, evaluation and review of policies and procedures as applicable.
- Responsible for staff recruitment, local orientation, development, performance management, counselling and disciplinary procedures and leave management in accordance with current awards, budget, and organisational policies.

Key position accountabilities

Leadership, Communication and Stewardship

- Lead the delivery of clinical services, ensuring alignment with best practice standards and national healthcare frameworks.
- Ensure compliance with all legislative and regulatory requirements relevant to the role of Warracknabeal Campus Manager, while modelling and upholding Rural Northwest Health's policies, procedures, and the Victorian Public Sector Commission Employee Code of Conduct.

Position Description – Warracknabeal Campus Manager

- Demonstrate exemplary leadership by modelling professional and personal behaviour that inspires, guides, and empowers team members to perform at their best, thereby supporting Rural Northwest Health's reputation as a leading health provider.
- Foster a culture of open communication, ensuring transparency across the organisation and providing stakeholders with meaningful opportunities to contribute, be heard, and receive feedback.
- Actively participate in and contribute to all relevant committee responsibilities, ensuring alignment with organisational goals and governance standards.
- Influences other team members to bring their best by providing encouragement and being thankful.
- Speaks with others respectfully and in a way they can understand.
- Recognises when a person has communication needs beyond own skills and finds help.
- Acts in a way that values diversity.
- Takes care when using physical resources and environment.

Quality and Improvement

- Lead quality and safety improvement initiatives at the Warracknabeal campus, and contribute to organisation-wide accreditation processes as required.
- Promote a culture of quality and safety across the organisation, proactively identifying opportunities to build capability, enhance performance efficiency, and strengthen service delivery and team operations.
- Facilitate the development and maintenance of comprehensive, service-wide compliance monitoring systems in collaboration with the executive leadership team.
- Ensure external benchmarking and audits are conducted, and that quality improvement activities are developed, implemented, and evaluated to drive continuous improvement.
- Oversee the collection, analysis, and reporting of key performance indicators and organisational quality audits, working collaboratively with key stakeholders to implement improvements where needed.
- Ensure organisational policies and procedures are developed, regularly reviewed, updated, and effectively implemented to maintain high standards of practice.
- Actively contribute to the organisation's risk management program, supporting proactive risk identification, mitigation, and reporting processes.
- Monitor mandatory training compliance within the team, identifying training needs and supporting targeted professional development initiatives.
- Takes pride in a personal presentation.
- Works consistently in line with policies, practice standards and work plans
- Maintains quality of own work
- Asks for help and guidance when tasks are outside experience and competence.
- Supports others to achieve team goals.
- Makes changes in own work practice and offers suggestions to improve services and care.

Position Description – Warracknabeal Campus Manager

- Understands and acts according to role to achieve the Aged Care Quality Standards and National Standards.

Health and Safety

- Acts in a way that maintains health and safety for self and others that come in contact with the work area.
- Adheres to safe work practices relevant to role.
- Promptly reports issues that might put self or others at risk, incidents & near misses in ways appropriate to role.
- Cares for others by speaking in a courteous and respectful manner at all times.
- Knows what to do in an emergency relevant to role.

Personal and professional development

- Demonstrate a strong commitment to ongoing personal and professional development, actively seeking opportunities to enhance knowledge, skills, and leadership capabilities.
- Complete all mandatory training requirements annually, maintaining compliance with organisational and regulatory standards.
- Maintains practice within frameworks established by legislation, national and state policy.
- Keeps up to date with mandatory education requirements for the role.
- Discusses with manager about abilities and capabilities needed for role.
- Recognises areas of strength and areas for development.
- Participates in personal development plans with manager and/or team leader.

Information management

- Communicates accurate and relevant information to appropriate people and in line with role and organisational policy.
- Uses social media responsibly and respectfully at all times.
- Comply with legislative requirements related to documentation and information pertaining to residents, team members and the operations of all Rural Northwest Health facilities.
- Utilises information technology as appropriate in the performance of the role.

Key selection criteria

Essential

1. Registered Nurse with experience in a management and leadership role.
2. Post-graduate qualification, or working towards same, in management and/or clinical speciality such as gerontology, rural health or emergency nursing.
3. Demonstrated experience in leading multidisciplinary teams through a change process to deliver safe, high-quality and innovative health care.

Position Description – Warracknabeal Campus Manager

4. Ability to develop positive relationships with internal and external stakeholders, including partnering with community members, residents, patients and consumers.
 5. Ability to lead the implementation of Aged Care and National Standards accreditation systems and continuous improvement projects.
 6. Demonstrated experience in budgetary management within relevant funding models.
 7. Exceptional verbal and written communication skills.
 8. Understanding of opportunities and challenges associated with providing rural health care services.
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Certificates, licenses and registrations

- Registration with AHPRA.
 - Current satisfactory employee police check, dated within 12 months of commencement date.
 - Current employee Working with Children Check.
 - Current NDIS screening check.
 - Current Victorian driver's licence.
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Other requirements

The role must provide current evidence of immunisation history and/or serology results.

Employee declaration

I declare that I understand the position description and the requirements of this position. I declare that I have the capabilities to fulfil the key responsibility areas of this position.

I understand that the information provided in this document is a general outline and does not encompass all aspects of the position.

Employee signature _____

Employee name (please print) _____ Date ____/____/____