

Position Description

Position title:	Associate Midwifery Unit Manager
Department:	Maternity Services – Birth Centre
Classification:	Associate Unit Manager Year 1 - Year 2 (YW11- YW12)
Agreement:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028
Reporting to:	Birth Centre Midwifery Unit Manager

About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is '**Creating healthier futures for women and babies**'. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

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About the department/unit

The Birth Centre and Assessment Centre provides pregnancy, labour, and birth services to the Royal Women's Hospital. Our focus is on providing high quality, woman centred midwifery and obstetric care to women and newborns. The Birth Centre and Assessment Centre services are provided by a multidisciplinary team which include a team of Core Birth Centre Midwives. The Birth Centre is complemented by a caseload model of care.

The Birth Centre and Assessment Centre provide the following services:

- Midwifery and obstetric assessment and treatment in pregnancy
- Care and management of labour, birth, and the early postnatal period
- Immediate assessment and care of newborns
- Care and management of termination of pregnancy
- Support to the Women's caseload model of care and homebirth program

Position purpose

The Core Birth Centre Associate Midwifery Unit Manager (AMUM) primary responsibility is to the operational requirements of the Birth Centre / Assessment Centre whilst leading the delivery of efficient, evidence based, and trauma-informed care to women and their families. Working with the Birth Centre Midwifery Unit Manager (MUM) and as part of the leadership team you will provide day to day leadership and management of the Birth Centre team ensuring a positive, psychologically safe, and professional working environment.

The AMUM is a role model in providing clinical expertise to women and their families within a multidisciplinary team environment.

The AMUM may have the opportunity to act for the MUM during periods of their absence and support the MUM to provide overall administrative and clinical management of the service.

Key responsibilities

Leadership and people management

- Demonstrates exemplary leadership skills and professional accountability.
- Ensures that staff are supported to work professionally, safely and effectively, in accordance with the Women's guidelines and relevant professional standards.
- Promotes a culture within the Birth Centre and Assessment Centre which values multidisciplinary collaboration, clinical excellence, individualised care, and midwifery-led care where appropriate.
- Participates in multidisciplinary handovers, team huddles, and clinical debriefs.
- Participates in team meetings / forums and other service meetings to ensure appropriate communication and collaboration in the provision of care.
- Assists with ensuring adequate staffing and skill mix.
- Supports the training, education, and mentoring of midwives, and students in the Birth Centre / Assessment Centre.

Clinical practice

- Supports direct patient care for all women accessing the Birth Centre / Assessment Centre.
- Collaborates effectively and in a timely manner with medical staff and other departments in the provision of care.
- Provides appropriate response and leadership to all relevant emergency situations.
- Participates in the co-ordination of clinical services to ensure optimal service delivery in terms of efficiency, effectiveness and quality.

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- Ensures that accurate information and records are maintained, using the Women's Electronic Medical Record (EMR) where required to fulfil the duties of the position.

Innovation, learning and improvement

- Remains consistently committed to own ongoing professional development, continued practice of advanced midwifery skills, and ensures all mandatory training and competency requirements are met.
- Is a mentor and resource for all staff and facilitates clinical learning opportunities, performance feedback, and debriefing.
- Supports the development and implementation of quality improvement projects in collaboration with the Birth Centre MUM, Birth Centre Medical Director, CMC, and Clinical Education team.
- Participates in the development and implementation of Clinical Practice Guidelines (CPG's), policies and procedures.

Quality and safety

- Monitors clinical and operational risks, ensuring that identified risks are documented and reported according to organisational protocol and legislation.
- Participates in the investigation and completion of incident reporting systems (VHIMS).
- Promote a supportive learning environment for all clinicians, using incidents and near misses to promote reflection, and learning underpinned by a no-blame philosophy.

Portfolio

- The AMUM takes responsibility for a specific management portfolio as designated by the Birth Centre MUM. This may include but not limited to management activities related to the eight National Safety and Quality Health Service (NSQHS) Standards, scope of practice, professional development reviews, OH&S, and performance indicators. A portfolio will be assigned to the AMUM upon appointment and changes in these portfolios will be determined by the Birth Centre MUM.

Key Performance Indicators (KPI's)

KPI's are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

Key selection criteria

Experience/qualifications/attributes

Essential:

- Current AHPRA registration as a Registered Midwife
- Demonstrated leadership capabilities, including in-charge experience in Birth Centre
- Advanced midwifery skills, preferably including but not limited to intravenous cannulation, amniotomy, fetal scalp electrode application, administration of PGE2, insertion of cervical ripening balloon catheter, speculum examination, water immersion for labour and birth, perineal suturing, and newborn examination
- FSEP Level 3 Practitioner (most recent)
- Passion for provision of exceptional evidence based midwifery care for all women attending Birth Centre / Assessment Centre, including women seeking termination of pregnancy services

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- High level communication and interpersonal skills, with the ability to work effectively and collaboratively within a multidisciplinary team
- A professional, positive, open and approachable demeanour
- The ability to plan, prioritise and time manage, balancing competing and conflicting priorities
- Demonstrated evidence of commitment to ongoing professional development and involvement in quality improvement projects.
- Understands the impact of social determinants on health and wellbeing and importance of providing universal trauma informed care.
- Embodiment of the Women's values of courage, passions, discovery, and respect

Desirable:

- Postgraduate qualification in management or working towards
- Previous AUM experience
- Experience in quality and improvement activities
- Experience in clinical debriefing and/or peer support

Organisational relationships

Internal relationships

- Midwifery Unit Managers
- Maternity Directors
- Consumers, support people, and family members
- Multidisciplinary teams
- Other department staff members

External relationships

- Other healthcare providers
- Relevant external organisations

Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

Physical demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	Prolonged/Constant
Sitting – remaining in a seated position to complete tasks	Frequent
Standing - remaining standing without moving about to perform tasks	Frequent
Walking – floor type even, vinyl, carpet,	Frequent
Lean forward/forward flexion from waist to complete tasks	Frequent
Trunk twisting – turning from the waist to complete tasks	Occasional
Kneeling – remaining in a kneeling position to complete tasks	Occasional
Squatting/crouching – adopting these postures to complete tasks	Occasional
Leg/foot movement to operate equipment	Occasional
Climbing stairs/ladders – ascending and descending stairs, ladders, steps	Occasional
Lifting/carrying – light lifting and carrying less than 5 kilos	Frequent

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– Moderate lifting and carrying 5 – 10 kilos	Rare
– Heavy lifting and carrying – 10 – 20 kilos.	Not applicable
Push/pull of equipment/furniture – light push/pull forces less than 10 kg	Frequent
– moderate push / pull forces 10 – 20 kg	Occasional
– heavy push / pull forces over 20 kg	Not applicable
Reaching – arm fully extended forward or raised above shoulder	Frequent
Head/neck postures – holding head in a position other than neutral (facing forward)	Occasional
Sequential repetitive actions in short period of time	
– Repetitive flexion and extension of hands wrists and arms	Occasional
– Gripping, holding, twisting, clasping with fingers/hands	Occasional
Driving – operating any motor-powered vehicle with a valid Victorian driver’s license.	Not applicable
Sensory demands	Frequency
Sight – use of sight is integral to most tasks completed each shift	Constant
Hearing – use of hearing is an integral part of work performance	Constant
Touch – use of touch is integral to most tasks completed each shift	Constant
Psychosocial demands	Frequency
Observation skills – assessing/reviewing patients in/outpatients	Constant
Problem solving issues associated with clinical and non-clinical care	Constant
Working with distressed people and families	Frequent
Dealing with aggressive and uncooperative people	Occasional
Dealing with unpredictable behaviour	Occasional
Job demands – high workload, tight deadlines, and competing priorities	Frequent
Exposure to traumatic or distressing content or situations – including handling sensitive information arising from patient records, patient care activities, incident reports, adverse events, or investigations of adverse events.	Frequent
Definitions used to quantify frequency of tasks/demands as above	
Prolonged/constant	70 – 100 % of time in the position
Frequent	31 – 69 % of time in the position
Occasional	16 – 30% of time in the position
Rare	1 – 15% of time in the position
Not applicable	0% of time in the position

Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women’s to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women’s expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.

Vaccination requirements

As this role has direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping

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cough (pertussis), hepatitis B, chicken pox, MMR (measles, mumps, rubella) and may include hepatitis A, and complete screening for tuberculosis.

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

Declaration

By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.

Developed date: 10/04/2026

Developed by: Nova Barrios

Date of next review: 10/04/2027

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