

## Position Description

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

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### 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 RWH Midwifery Service has three multidisciplinary teams. Each team provides care for approximately one third of the women booked for RWH maternity care, including a mix of high and low risk pregnancies. The team covers the whole continuum of care from antenatal booking-in through to home-based postnatal visits. Our ultimate goal is that every midwife has the ability to work in a variety of settings within this model. It is recognised that not every midwife wishes to work across the entire continuum, and this will be respected where possible, however each midwife must have a fundamental set of criteria outlined by the maternity service leadership team. There is an expectation that all team midwives be confident and competent in at least two clinical areas of maternity services. No team midwife will work in one clinical area exclusively.

## Position purpose

The Associate Midwife Unit Manager (AMUM) combines expert clinical skills with a management focus. In the Midwifery Unit Manager's absence, the AMUM oversees the midwifery team, addressing clinical and HR issues as needed. This role ensures high quality care, supports staff development and fosters a positive, professional and psychologically safe environment. The role manages administrative operations, coordinates resources and downtime and monitors inventory. Where required, the AMUM provides direct patient care.

## Key responsibilities

### Leadership and people management

- Demonstrate exemplary leadership skills and professional accountability, participating in meetings and huddles as required
- Ensure that staff are supported to work safely and effectively, in accordance with evidence-based guidelines and relevant professional standards
- Provide constructive learning and professional development experiences, offering appropriate direction and supervision of staff and students as required
- Contribute to positive staff morale, conflict resolution and team cohesiveness
- Provide timely feedback and contribute to performance development plans
- Manage issues proactively, maintaining a focus on solutions that are evidence-based and in-line with the hospitals strategic direction, while meeting the needs of patients and staff
- Delegate duties/tasks and appropriate and assist with ensuring adequate staffing and skill mix
- Identify opportunities to participate in succession planning and other human resource activities

### Clinical practice

- Participate in the co-ordination of clinical services to ensure optimal service delivery in terms of efficiency, effectiveness and quality
- Ensure that accurate information and records are maintained, using the Women's Electronic Medical Record (EMR) where required to fulfil the duties of the position
- Ensure that adequate stock and resources are available
- Any other duties as required that meet relevant standards and recognised practice

### Innovation, learning and improvement

- Assist with developing and maintaining policies and clinical guidelines, which promote best practice and evidence-based standards
- Identify concerns/issues impeding efficient or safe service delivery to the Midwife Unit Manager and participate in implementing strategies for resolution
- Assume responsibility for own learning and professional development

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## Quality and safety

- Monitor clinical and operational risks, ensuring that identified risks are documented and reported according to organisational protocol
- Ensures risks are managed proactively to mitigate risk of injury to staff or patients and support the implementation of strategies that provide a resolution of identified risks
- Participate in the prevention, investigation and incident reporting system (VHIMS)

## Portfolio Management

- The AMUM takes responsibility for a specific management portfolio as designated by the Midwifery Management Team. This may include, but not limited to management activities related to rostering, staffing, budget, recruitment, leave liabilities, scope of practice, performance appraisals, OH&S, quality of care/performance indicators. A portfolio will be assigned to the AMUM upon appointment and changes in these portfolios will be determined by the Midwifery Team Leaders.

## 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
- A minimum of four years post-graduation experience as a midwife
- Ability, or willingness, to work across the midwifery continuum (antenatal ward, postnatal ward, and birth centre) across all shifts on a rotating roster
- Relevant clinical experience with demonstrated commitment to evidence-based practice and quality improvement
- A high level of 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 educate with evidenced based information to assist informed decision making and a commitment to clinical excellence and customer service
- An understanding of the impact of social determinants on health and wellbeing
- The ability to plan, prioritise and time manage, balancing competing and conflicting priorities
- Demonstrated evidence of commitment to ongoing professional development
- Proficiency in computer applications, including the use of Microsoft Office, email communication platforms, and internet-based applications
- Embodiment of the Women's values
- Membership of a midwifery professional body

#### Desirable:

- Postgraduate management qualifications, or working towards
- The ability to coordinate care for those with diverse physical, linguistic, psychological and psychosocial needs
- Experience in quality and improvement activities, clinical debriefing and/or peer support

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- Has a passionate interest in midwifery and management. Is an advocate for women and supports, promotes and advocates for midwifery led care for low-risk women. Is passionate about leading and developing the midwives of the future.

## Organisational relationships

### Internal relationships

- Midwifery Unit Managers
- Maternity Directors
- Patients, partners, and family members
- Multidisciplinary teams
- Other department staff members

### External relationships

- Relevant external organisations
- Other healthcare providers

## 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
<b>Shift work</b> – rotation of shifts – day, afternoon and night shifts	Prolonged/constant
<b>Sitting</b> – remaining in a seated position to complete tasks	Frequent
<b>Standing</b> – remaining standing without moving about to perform tasks	Frequent
<b>Walking</b> – floor type even, vinyl, carpet,	Frequent
<b>Lean forward/forward flexion from waist</b> to complete tasks	Frequent
<b>Trunk twisting</b> – turning from the waist to complete tasks	Occasional
<b>Kneeling</b> – remaining in a kneeling position to complete tasks	Rare
<b>Squatting/crouching</b> – adopting these postures to complete tasks	Rare
<b>Leg/foot movement</b> to operate equipment	Rare
<b>Climbing stairs/ladders</b> – ascending and descending stairs, ladders, steps	Rare
<b>Lifting/carrying</b> – light lifting and carrying less than 5 kilos	Frequent
– Moderate lifting and carrying 5 – 10 kilos	Rare
– Heavy lifting and carrying – 10 – 20 kilos.	Not Applicable
<b>Push/pull of equipment/furniture</b> – light push/pull forces less than 10 kg	Frequent
– moderate push / pull forces 10 – 20 kg	Occasional
– heavy push / pull forces over 20 kg	Rare
<b>Reaching</b> – arm fully extended forward or raised above shoulder	Frequent
<b>Head/neck postures</b> – holding head in a position other than neutral (facing forward)	Occasional
<b>Sequential repetitive actions in short period of time</b>	
– Repetitive flexion and extension of hands wrists and arms	Rare
– Gripping, holding, twisting, clasping with fingers/hands	Not applicable
<b>Driving</b> – operating any motor-powered vehicle with a valid Victorian driver's license.	Not applicable
<b>Sensory demands</b>	<b>Frequency</b>
<b>Sight</b> – use of sight is integral to most tasks completed each shift	Prolonged/constant
<b>Hearing</b> – use of hearing is an integral part of work performance	Prolonged/constant
<b>Touch</b> – use of touch is integral to most tasks completed each shift	Prolonged/constant
<b>Psychosocial demands</b>	<b>Frequency</b>
<b>Observation skills</b> – assessing/reviewing patients in/outpatients	Prolonged/constant

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<b>Problem solving</b> issues associated with clinical and non-clinical care	Prolonged/constant
<b>Working with distressed people and families</b>	Frequent
<b>Dealing with aggressive and uncooperative people</b>	Occasional
<b>Dealing with unpredictable behaviour</b>	Occasional
<b>Exposure to distressing situations</b>	Occasional

#### Definitions used to quantify frequency of tasks/demands as above

<b>Prolonged/constant</b>	70 – 100 % of time in the position
<b>Frequent</b>	31 – 69 % of time in the position
<b>Occasional</b>	16 – 30% of time in the position
<b>Rare</b>	1 – 15% of time in the position
<b>Not applicable</b>	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 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:** 06/11/2025

**Developed by:** Tracey van Stigt, Anna Bourke, & Freya Fleer-Stout

**Date of next review:** (06/11/2026)

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