

## Position Description

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| <b>Position title:</b> | Midwifery Unit Manager - Maternal-Fetal Medicine   |
| <b>Department:</b>     | Maternity Services   |
| <b>Classification:</b> | Nurse Unit Manager 2 (NM10) – Nurse Unit Manager 4 (NM12)  |
| <b>Agreement:</b>      | Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028) |
| <b>Reporting to:</b>   | Directors of Maternity Services  |

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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

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linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

### **About the department/unit**

The Women's maternity model of care offers four care pathways for women provided by the obstetricians, registrars, junior doctors, midwives and allied health team. The pathways include:

- Shared Maternity Care with affiliated GP/ midwives
- Caseload - One-to-one midwifery care
- Team Maternity - multidisciplinary care
- Maternal Fetal Medicine (MFM) – comprising of MFM doctors with midwifery support and boutique clinics including WADS, PTL, RMC, FMU, Diab, PMC, and MPU

The RWH Midwifery Service includes three multidisciplinary teams that provide care for medium and low risk pregnancies, and the maternal fetal medicine program that provides care for high-risk pregnancies. Each of the three multidisciplinary teams provide care for approximately 1,900 – 2,000 of the women booked for maternity care at the hospital. The fetal maternal medicine program provides care for 1,000 -1,200 women.

### **Position purpose**

The Midwifery Unit Manager of MFM will partner with the Medical Leads for MFM and Pregnancy Day Care (PDC) to provide joint leadership, management and coordination of care for their multidisciplinary service. In collaboration with the Clinical Directors, they will jointly set the direction and will work together to ensure that Maternity Services are of the highest standard, emphasising excellence in patient care, multidisciplinary collaboration, efficiency, research and education.

This position is responsible for

- providing leadership in the maternity service in Pregnancy Day Care and Maternal Fetal Medicine through effective management practices and processes to ensure that the highest quality care is delivered
- ensuring the delivery of optimum quality care to women throughout pregnancy through the effective and efficient management of all resources in partnership with the Director of MFM and other team members
- professional management of Nursing and Midwifery staff aligned to MFM, PDC and Pauline Gandel Imaging Centre, including advanced practice credentialling

The Midwifery Unit Manager of MFM, in conjunction with the Director of MFM will also work in partnership to ensure oversight of the subspecialty clinics in Maternity Services including Diabetes Clinic, Preterm Labour Clinic, Multiple Pregnancy Clinic, Recurrent Miscarriage Clinic, Fetal Medicine Unit, Women's Individual Needs Clinic, Pregnancy Management Clinic and provide support to the Women's Alcohols and Drug Service.

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## Key responsibilities

### Leadership and people management

- ✦ Provide efficient, effective human resource management for the midwifery team
- ✦ Facilitate effective communication within the team, to ensure all team members are informed of team activities, and more broadly issues throughout the hospital at all times
- ✦ Ensure appropriate midwifery staffing levels are maintained within the team and specifically in the clinical area assigned to this manager role, in collaboration with the other team leaders ensure staffing levels and skill mix are maintained across the continuum, ensuring patient safety is paramount
- ✦ Ensure that all staff are supported to work professionally, safely and effectively, in accordance with RWH evidence-based guidelines, and relevant professional standards
- ✦ Provide a visible, leadership presence in the specific clinical area allocated to this role and promote multidisciplinary teamwork and collaboration within the team and in the given area
- ✦ Address the concerns and complaints of women, their families, team members and other hospital departments, to ensure that the quality of the service improves; complaints regarding the performance of specific clinicians should be responded to in collaboration with the Team Leaders who manager those individual clinicians
- ✦ In collaboration with the Maternity Management Team assume joint responsibility for monitoring and evaluating activity, comparing the outcomes/international benchmarking partners and developing strategies to improve maternity care outcomes; on an ongoing basis, work jointly with the other Midwifery Managers and Obstetric Leaders to ensure that the team continues to develop and evolve in line with the overall strategic direction of the Hospital and the needs of consumers/staff
- ✦ In close collaboration with the Clinical Directors, identify and support the implementation of new practices within the team which maximise continuity of care across the continuum, and a shift from hospital-based care to increased community/GP shared care
- ✦ Participate in various committees as required
- ✦ Any other duties as required that meet relevant standards and recognised practice

### Clinical practice

- ✦ In conjunction with Access Manager work collaboratively to ensure efficient access and flow in the designated area
- ✦ Identify and manage the equipment needs for the area managed, and coordinate the acquisition of hardware; ensure that maintenance/repair is carried out on all hardware and that replacement plans are in place
- ✦ Liaise with hotel services and facilities personnel regarding the physical environment managed; as required, provide feedback regarding the performance of these individuals to relevant managers
- ✦ Ensure the physical environment and equipment are of a high standard and function

### Innovation and improvement

- ✦ Support research projects within the team and more broadly
- ✦ Promote the value of improving the patient experience, partnership with consumers, informed decision-making and informed consent

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## Quality and safety

- ✦ Collaborate with Quality and Safety on various quality improvement activities – including Clinical Practice Guideline (CPG) development, risk management, incident reporting and audits

## 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

- ✦ Registration with APHRA as a Midwife
- ✦ Experience of providing/managing maternity care in a tertiary setting
- ✦ Previous management experience in similar role with demonstrated experience in providing clear direction and collaborative, inclusive and inspiring leadership of a team, creating united teamwork and a positive workplace culture
- ✦ Demonstrated experience of being committed to working within a multidisciplinary team of professionals in providing the right level of care to meet women's identified needs
- ✦ Manages issues proactively, maintaining a keen focus on solutions that are evidence based, in line with strategic direction, and meet the needs of women and staff
- ✦ An understanding of the impact of social determinants on health and wellbeing, and a commitment to advocacy for women and supports
- ✦ Commitment to strong customer service and promoting and supporting patient involvement and family-centred care, consumer involvement and the development of socially/culturally sensitive services
- ✦ Excellent communication and interpersonal skills and the ability to respond to the needs of hospital staff in a timely, accessible and professional manner
- ✦ Proven ability to manage, inspire and lead change within health services
- ✦ Demonstrated commitment to high quality health care, and evidence-based practice in health care service delivery
- ✦ High level communication skills, with demonstrated ability to communicate at all levels
- ✦ An ability to think strategically and ensure there is systematic and competent management of mid to long term issues
- ✦ A strong results orientation, managing key outputs and improvements in clinical performance and accepting responsibility for team performance.
- ✦ Understanding of clinical governance and clear knowledge of policy direction and relevant legislation in the field of maternity services
- ✦ Demonstrated ability, interest and commitment to promote, manage and participate in research and audit
- ✦ A track record in budget management and achieving budgetary targets
- ✦ Ability to plan, prioritise and time manage and balance competing priorities
- ✦ Understanding of, and commitment to, the organisation's strategic direction, and relevant policy/standards in maternity services

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- ✦ Demonstrated willingness to work towards continually developing skills and pursuing opportunities for learning, to enable the provision of care across the continuum
- ✦ Embodiment of the Women's values

**Desirable:**

- ✦ Postgraduate Management or leadership qualification (completed or in progress)
- ✦ Experience in managing different midwifery models of care e.g. caseload, team midwifery, midwifery group practice

## Organisational relationships

### Internal relationships

- ✦ Nurse Unit Managers/Associate Unit Managers
- ✦ Executive Directors and Chief Midwifery & Nursing Officer
- ✦ Directors of Maternity Services and all RWH Maternity Managers
- ✦ Access Manager and After-Hours Managers
- ✦ All RWH departments and clinics
- ✦ Professor of Midwifery and Maternity Services Research
- ✦ Clinical Midwife Consultants and Clinical Education
- ✦ Quality and Safety
- ✦ People, Culture and Wellbeing

### External relationships

- ✦ GPs, satellite clinics and other referring agencies in the maternity catchment area
- ✦ A wide range of community agencies in the team catchment area

**Direct reports:** xx

**Indirect reports:** xx

**Budget responsibility:** xx

## 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                | Rare       |
| <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                 | Occasional |
| <b>Trunk twisting</b> – turning from the waist to complete tasks                 | Rare       |
| <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   |

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|---|------------------|
| – Moderate lifting and carrying 5 – 10 kilos  | Rare             |
| – Heavy lifting and carrying – 10 – 20 kilos.   | Rare             |
| <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                         | Rare             |
| <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                                   | Occasional       |
| – Gripping, holding, twisting, clasping with fingers/hands                                    | Occasional       |
| <b>Driving</b> – operating any motor-powered vehicle with a valid Victorian driver's license. | Rare             |
| <b>Sensory demands</b>  | <b>Frequency</b> |
| <b>Sight</b> – use of sight is integral to most tasks completed each shift                    | Constant         |
| <b>Hearing</b> – use of hearing is an integral part of work performance                       | Constant         |
| <b>Touch</b> – use of touch is integral to most tasks completed each shift                    | Constant         |
| <b>Psychosocial demands</b>   | <b>Frequency</b> |
| <b>Observation skills</b> – assessing/reviewing patients in/outpatients                       | Occasional       |
| <b>Problem solving</b> issues associated with clinical and non-clinical care                  | Constant         |
| <b>Working with distressed people and families</b>  | Occasional       |
| <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.

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## **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.**

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**Developed date:** 12/03/2026

**Developed by:** Sophie Cameron

**Date of next review:** 12/03/2027

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