

# Position Description

<b>Position Title:</b>	Immunisation Nurse
<b>Classification:</b>	Immunisation Nurse 1 <sup>st</sup> – 4 <sup>th</sup> Year
<b>Business Unit:</b>	Life Stages
<b>Reports to:</b>	Immunisation Team Leader
<b>Status:</b>	Casual
<b>Approved by:</b>	Director Community Wellbeing
<b>Reviewed:</b>	April 2026

## 1. About the City of Glen Eira

The City of Glen Eira is located in Melbourne's south-east suburbs, approximately 10 kilometres from Melbourne's central business district. The City includes the suburbs of Bentleigh, Bentleigh East, Carnegie, Caulfield, Caulfield East, Caulfield North, Caulfield South, Elsternwick, Gardenvale, Glen Huntly, McKinnon, Murrumbeena, Ormond and part of the suburbs of Brighton East and St Kilda East.

Glen Eira has a vibrant and diverse community which is proud of its cultural heritage. It has 68 beautiful parks, 45 sporting ovals, 40 educational institutions, 35 strip shopping centres and almost 6000 businesses. It is home to more than 141,000 people and significant Melbourne icons such as Ripponlea, the Caulfield Cup, Yarra Yarra Golf Club, the Melbourne Holocaust Museum and much more.

## 2. About our Organisation

Glen Eira City Council aims to be an organisation that is high performing, values based and one that strives for innovation. We are proud of our achievements and have been recognised as an employer of choice over recent years. We endeavor to recruit people who share our values, are proud of the work they do and have a desire to make a difference to our community.

Glen Eira City Council is committed to reconciliation and supports Aboriginal and Torres Strait Islander aspirations. We encourage applications from Aboriginal and Torres Strait Islander people and value the knowledge, skills and talents they could share with our workforce and community.

Glen Eira City Council plays a leading role in taking strong action on the climate emergency and raising awareness to ensure a sustainable, safe and healthy future for us all. To help us achieve these outcomes, we all have the responsibility to embed climate change action in everything we do. As well as reducing emissions, we are working together to avoid waste and support Glen Eira's transition to a circular economy. This includes reviewing individual work to identify how we can make a difference in Council and the community to reduce environmental impacts and raise awareness.

### Organisational Vision and Purpose

- Vision – *We are connected, collaborative and courageous. We lead for now and plan for the future.*
- Purpose – *We enhance our community's quality of life. We build our community's connection to place.*

### Values

We are committed to the values which underpin our organisational culture, and how we work. Our five values are:

- Service Excellence – *Delivering for our community*
- Collaboration – *Working better together*
- Innovation – *Expressing ideas and adding value*
- Respect – *Being understanding and considerate*
- Integrity – *Being open and honest*

## 2.1 Organisational Structure

Glen Eira City Council's structure comprises four Directorates and two executive management portfolios (People and Culture and Finance) all reporting to the Chief Executive Officer. The four Directorates are:

- Community Wellbeing;
- Customer and Corporate Affairs;
- Planning and Place; and
- Sustainability, Assets and Leisure.

These Directorates and the departments within them are responsible for ensuring the delivery of high quality and cost-effective services that make a difference to our community. In conducting their business, they aim to be client focused and open to innovation and continuous improvement.

## 3. Position Purpose and Background

Administer vaccinations at Council Immunisation sessions in accordance with the Glen Eira City Council Immunisation policy and participate in the promotion and administration of Council's Immunisation service.

## 4. Working Relationships

Reports To: Immunisation Team Leader

Within the organisation, the Immunisation Nurse will liaise with the Immunisation Team Leader, Coordinator Maternal & Child Health and Immunisation, Immunisation Administration Officers, Support Officer Maternal & Child Health and Immunisation, other Immunisation Nurses and team members, as well as other Council departments.

Externally, this position may include liaison with local schools, childcare centers and the general community.

## 5. Key Responsibilities

- Attend Immunisation sessions that are held at various times and locations during weekdays and weekends as required to administer/assist in the administration of vaccines. Vaccine delivery will be accordance with the Australian Technical Advisory Group on Immunisation (ATAGI), the Australian Immunisation Handbook and the National Vaccine Storage Guidelines: Strive for 5.
- Attend all Glen Eira City Council Immunisation meetings and educational sessions.
- Ensure all vaccinations are administered in accordance with the Glen Eira City Council Immunisation policy and procedures manual, and in accordance with guidelines set out by the Australian Technical Advisory Group on Immunisation (ATAGI), the Australian Immunisation Handbook and the National Vaccine Storage Guidelines: Strive for 5.
- Actively participate in the promotion of the Glen Eira City Council Immunisation service, and other Council services as appropriate.
- Ensure all health and safety responsibilities are maintained at all times.
- Document and update Immunisation records electronically at the time of administration, including client communication and management.
- To maintain a current knowledge of vaccines, their delivery and administration, and National and State regulations.

## 5.1 OHS, Risk Management, Equal Opportunity, Charter of Human Rights & Child Safe Standards

- Adhere to policies and procedures to minimise injury and damage to assets and property.
- Adhere to Council's Health and Safety, equal opportunity and risk management policies, plans and procedures and relevant legislation as well as act in accordance with the Charter of Human Rights.
- Actively participate in reporting matters of health, safety and Council asset damage.
- Demonstrate and promote workplace behaviour that is consistent with Council values, and that does not discriminate, bully or harass.
- Take reasonable care for own safety and the safety of others who may be affected by your actions or omissions;
- Contribute to the effective protection of Council in accordance with the Council's Risk Management Framework and Policy, the Fraud and Corruption Policy and Fraud and Corruption Control System.
- Act compatibly with human rights and consider human rights when making decisions; and
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements.
- Commit and adhere to Council's zero tolerance of child abuse, its principles of being a child safe organisation and its reporting requirements for child safety.
- Adhere to the Victorian Child Safe Standards and related legislation, and understand the associated criminal offences including Failure to Disclose, Failure to Protect and Grooming offences. Ensure any incidences that occur are reported immediately through appropriate channels.
- Any OHS incident or near miss must be documented and communicated to the Immunisation Team Leader or Nurse in Charge as soon as possible.

## 5.2 Accountability and Extent of Authority

The following outlines the Accountability and Extent of Authority required by the Immunisation Nurse:

- The Immunisation Nurse will provide immunisations and advice in accordance with guidelines set out by Australian Technical Advisory Group on Immunisation(ATAGI), the Australian Immunisation Handbook and the National Vaccine Storage Guidelines: Strive for 5, and Glen Eira City Council Immunisation policy and procedures manual.
- The Immunisation Nurse shall be accountable for the identification and reporting of any potential or actual risk management issues to the Immunisation Team Leader.

## 5.3 Judgement and Decision Making Skills

The following outlines the extent of judgement and decision making required by the Immunisation Nurse:

- Vaccinations, informed consent, advice and information shall be provided to clients in accordance with the Australian Technical Advisory Group on Immunisation(ATAGI), the Australian Immunisation Handbook and the National Vaccine Storage Guidelines: Strive for 5.

## 5.4 Management Skills

The following describes managerial skills required by the Immunisation Nurse:

- Ability to manage time to ensure vaccines are administered in an efficient and safe manner.
- Ability to plan and prioritise Immunisation session equipment, vaccines and transportation to ensure safe and efficient service delivery.
- Ability to document both administration of vaccines, consent and adverse outcomes.

## 5.5 Interpersonal Skills

The following describes the interpersonal skills required by the Immunisation Nurse:

- Demonstrate and display Glen Eira's values and behaviours in all aspects of role.
- Excellent communication skills to enable effective interaction with internal staff and members of the public
- Ability to gain co-operation and assistance from members of the public and other employees in the administration of activities.
- Ability to liaise with schools, childcare centres, the Maternal and Child Health staff and medical services in relation to matters concerning Immunisation.
- Commitment to providing service in a culturally, gender and diversity inclusive manner
- Commitment to exercise personal behaviours to reflect Council's values.

## 5.6 Specialist Skills and Knowledge

The following describes the specialist knowledge and skills required by the Immunisation Nurse:

- Proficiency in the application of standard vaccine procedures and adverse events procedures in accordance with the Australian Technical Advisory Group on Immunisation(ATAGI), the Australian Immunisation Handbook and the National Vaccine Storage Guidelines: Strive for 5.
- Demonstrated knowledge for the administering scheduled vaccines, 'catch-up' vaccinations, pre-vaccination assessments and Immunisation needs of special risk groups.

## 5.7 Qualifications and Experience:

- Current registration with AHPRA as a Registered Nurse with Nurse Immuniser Accreditation
- Fulfil AHPRA (Australian Health Practitioners Regulation Agency) requirements for annual CPD (continuous professional development) hours
- Current CPR Certificate
- Current Managing Immunisation Emergencies Certificate
- Current Victorian Driver's License
- Current Employee Working with Children Check
- Must maintain a satisfactory National Criminal Record Check
- Experience and understanding of National Immunisation program
- Well-developed understanding of the National Health and Medical Research Council's standards pertaining to Immunisation.
- Experience in local government Immunisation service delivery (desirable)

## 6. Performance Review

The Immunisation Nurse will be required participate in the Council's Performance Development and Review processes. This involves planning and agreeing to work and skill development objectives, and reviewing and assessing achievements on a regular basis.

The Immunisation Nurse may also be required to carry out other such duties as are within the limits of the employee's skills, competence and training. These will be discussed as part of the Performance Review process.

## 7. Selection Criteria

# Position Description

- Demonstrated commitment and adherence to organisational values and behaviours.
- Ability to gain informed consent, co-operation and assistance from members of the public and other employees for the administration of vaccines.
- Demonstrated ability to liaise with schools, childcare centres, the Maternal and child health service, and other community services in relation to matters concerning Immunisation.
- Proficiency in the application of standard vaccine procedures and adverse events procedures in accordance with the Australian Technical Advisory Group on Immunisation (ATAGI), the Australian Immunisation Handbook and the National Vaccine Storage Guidelines: Strive for 5.
- Demonstrated knowledge for the administration of scheduled vaccines, 'catch-up' vaccinations, pre-vaccination assessments and the immunisation needs of special risk groups, in accordance with the Australian Technical Advisory Group on Immunisation (ATAGI), the Australian Immunisation Handbook and the National Vaccine Storage Guidelines: Strive for 5.
- Experience in local government Immunisation service delivery (desirable)

## 8. Other Information

- Position is subject to the satisfactory completion of Police Records Check and Working with Children Check
- The position is located within the Glen Eira City Council municipality, where the incumbent will be required to attend various locations for Immunisation sessions, therefore requiring a Victorian Drivers License
- In accordance with Council's COVID-19 Protective Behaviours Policy, the incumbent will need to demonstrate evidence of approved COVID-19 vaccinations or authorised medical exemption.