Government of South Australia
SA Health

ROLE DESCRIPTION

Role Title:	Associate Nurse Unit Manager [ANUM]		
Classification Code:	RN2	Position Number	
LHN/ HN/ SAAS/ DHW:	Central Adelaide Local Health Network (LHN)		
Hospital/ Service/ Cluster:	Mental Health Clinical Program (MHCP)		
Division:	Mental Health		
Department/Section / Unit/ Ward:			
Role reports to:	Nurse Unit Manager [NUM] or Team Manager/Leader [TM/TL]		
Role Created/ Reviewed Date:	September 2025		
Criminal and Relevant History Screening:	☐ Aged (NPC or DHS) ☐ Working With Children's Check (DHS) ☒ National Police Check (NPC)		
Immunisation Risk Category Requirements:	☒ Category A (direct contact with blood or body substances) ☐ Category B (indirect contact with blood or body substances) ☐ Category C (minimal patient contact)		

ROLE CONTEXT

Primary Objective(s) of role:
The ANUM role provides specific support to the NUM or equivalent in the leadership of nurses in the unit/team. Within the requirements of the ANUM role, employees in these roles will undertake a portfolio within which they will promote continuity and consistency of care in collaboration with other ANUMs and NUM or equivalent; assist the NUM or equivalent in the implementation of practice changes; and assist the NUM or equivalent in undertaking unit/team management responsibilities [eg performance management processes, recruitment, staffing, leave management, rostering, work allocation and attendance management; financial and supplies planning and monitoring. Within the framework of the National Mental Health Policy and the Standards for Mental Health Services and in a manner consistent with the stated Vision and Values of SA Health, The ANUM is accountable for their own practice standards, activities delegated to others and the guidance and development of less experienced staff. The ANUM is accountable to the NUM or equivalent for delivering specialist mental health care to consumers with complex needs. The ANUM is responsible for ensuring optimal consumer care is provided by utilising the process of nursing to deliver direct and comprehensive nursing care and individual case management to mental health consumers within a designated practice setting. The provision of education, counselling and group work is considered essential components of care which is directed towards the attainment of optimum consumer health and recovery. This involves consultation and liaison with other professional disciplines and non-governmental organisations. The ANUM uses clinical knowledge, skills and experience in the application of direction, support, orientation and education to nursing staff and participates in action research projects, quality improvement activities and policy development within the practice setting. The ANUM relieves the NUM or equivalent as required.

Direct Reports:

- Professionally
  Accountable to the Nursing Lead, MHCP through the nursing structure.
- Functionally
  Accountable to the Nursing Lead through the Nurse Unit Manager or Team Manager.

Key Relationships/ Interactions:

Internal

- Developing and maintaining cooperative and productive working relationships with all members of the health care team and Non-Governmental Organisations.
- Maintains a close working relationship with the Clinical Nurse[s].
- Supporting and working collaboratively with less experienced members of the nursing team including the provision of supervision/ guidance of all Registered Nurses, Enrolled Nurses, and Student Nurses.
- Personally accountable and responsible for safe, effective, nursing practice.
- Practicing within own level of skills and contemporary knowledge base relevant to professional background.
- Engaging in professional development and maintenance of own clinical competence.

External

- Consulting and collaborating with other health care professionals both within the heath service and the community to ensure optimal consumer outcomes.

Challenges associated with Role:

Major challenges currently associated with the role include:

- Working with individuals where there are multiple complexities and diverse cultural backgrounds.
- Recognising and responding to clinical deterioration or other incidents and escalating appropriately.
- Providing evidenced based care, developing clinical skills while keeping up to date with professional standards of practice and quality management initiatives consistent with organisational policies.
- This position is required to support the NUM, TL, TM and NC with a management portfolio for the unit/team and will assist with rostering, performance management of staff and safety and quality with audits.
- They may act in the absence of a Level 3 and provide supervision to less experienced staff.

Delegations:

- As described in the CALHN Financial and Human Resources Instruments of Delegation.
- May be required to directly supervise Enrolled Nurses, Graduate Nurses and newer Mental Health Nurses.
- May be required to undertake higher duties.
- May be required to fulfil the role of shift coordinator.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Ensures high quality consumer care in the area of clinical speciality aimed at improving consumer health outcomes through.	• Integrating contemporary information and evidence with personal experience to support the decision making, innovative thinking and objective analysis at this level. • Contributing specific expertise to nursing practice through clinical protocol and standards development. • Applying and sharing expert clinical knowledge to improve consumer care. • Providing expert clinical nursing care and interventions and/or individual case management to a defined population of consumers. • Applying nursing expertise to assess consumers, select and implement different therapeutic interventions and/or supporting programs and evaluating consumer progress in a multi-disciplinary care setting. • Contributing expert nursing assessment and advice to local clinical teams to achieve integrated nursing care within a risk management framework.
Contributes to clinical leadership and support for the specific area of clinical speciality.	• Leading nursing clinical practice within the professional practice framework established by the director of Nursing. • Maintaining productive working relationships and managing conflict resolution. • Contributing specific expertise to monitoring ad evaluative research in order to improve nursing practice and service delivery. • Undertaking the nursing care role with a significant degree of independent clinical decision making in the area of personal expertise. • Contributing to the development and sustainability of nursing skills for the needs of specific population group using systems of resource and standards promulgation
Contributes to the achievement of professional expertise through personal professional development/ continuing education and teaching.	• Contributing clinical expertise to learning environment, which may include individual/team capability development and/or post registration clinical teaching. • Holding a contemporary professional practice portfolio containing evidence of postgraduate qualifications, learning and practice experience that underpin a demonstrable application of knowledge and skills commensurate with the level and type of practice expected of the role.
Supports leadership to facilitate professional development of nurses within a designated unit/team.	• Supporting the leadership of the nursing team within the professional practice framework established by the Nursing Director • Developing and maintaining a learning environment, taking a coaching approach to team development, individual capability development and performance management. • Maintaining productive working relationships and managing conflict resolutions. • Providing and engaging in regular clinical supervision.
Contributes to and complies with policies, procedures and practices.	• Complying with all legislation, government policies and procedures the ANMC Code of Professional Conduct for Nurses in Australia and the Code of Ethics for South Australian Public Sector Employees, and in relation to people affected by mental disorders and/ or mental health problems

Key Result Areas	Major Responsibilities
	○ The United Nations Principles on the Protection of People with a Mental Illness and Improvement in Mental Health Care ○ The Australian Health Ministers' Mental Health Statement on Rights and Responsibilities ○ Mental health, equal opportunity, anti-discrimination and disability services legislation. • Complying with all SA Health/ National Mental Health Service policies, procedures and operating practices. • In consultation with Nursing Director/Service Manager contributes to the development of organisational policy. • Ensuring practice is consistent with department/ organisational/unit policies, standards and legal/ regulatory compliance. • Applying standards and benchmarks for consumer care in the practice setting consistent with current evidence based clinical care. • Maintaining and protecting confidentiality and privacy for consumers, their families and carers by complying with: ○ Freedom of information Act ○ Australian Standards for Medical Records ○ Code of Fair Information Practice ○ National Quality and Safety Standards and National Mental Health Standards • Understanding and complying with Delegations of Authority.
Ensures services are delivered in a culturally sensitive manner.	• Promoting access and equity of services for people from culturally and linguistically diverse background. • Providing services that are culturally sensitive to the needs of people and enable them to make decisions concerning their mental health.
Contributes towards the provision of a healthy, safe and equitable working environment by adhering to the principles and standards of Equal Employment Opportunity Legislation.	• Ensures employees are recruited, selected, trained, transferred and promoted and solely on the basis of merit without regard to age, marital status, physical disability, intellectual impairment, pregnancy, race, sex or sexuality. • Ensures all employees in the workplace are treated in a fair and equitable manner. • Identifies and eliminates discrimination, bullying and harassment in the workplace.
Ensures that staff and other persons in their work area are safe from risks to health and safety by:	• Carrying out responsibilities as detailed in organisational occupational health, safety and injury management [OHS&IM] policies and procedures. • Implementing and monitoring relevant OHS&IM policies and procedures within their work area. • Identifying hazards, assessing risks and implementing, monitoring and maintaining hazard control measures in consultation with staff and relevant committees. • Participating in OHS&IM planning. • Providing staff with the necessary information, instruction, training and supervision to effectively and safely carry out their work. • Maintaining relevant OHS&IM documentation; and • Consulting with health and safety representatives, committees and staff on changes to be workplace, which have the potential to impact on health and safety

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- Registered as a Nurse with the Nursing & Midwifery Board of Australia and holds a current practising certificate.
- Hold a qualification in mental health nursing equivalent to a Graduate Diploma in Mental Health Nursing.

Personal Abilities/Aptitudes/Skills:

- Effective leadership skills including highly developed skills in communication, problem solving, conflict resolution and negotiation.
- Ability to work effectively within a multidisciplinary team.
- Ability to prioritise workload and meet set timelines, whilst working under minimal supervision.
- Ability to be creative, innovative and flexible when approaching issues within the health care setting.
- Demonstrated ability in the facilitation of change management.
- Demonstrated ability to foster a workplace environment that develops staff potential.
- Demonstrated commitment to consumer and carer participation.
- Computer literacy in the current nursing and clinical information systems e.g. CBIS, EPAS, OACIS, or EMR.

Experience:

- Demonstrated competence in the care of individuals with complex mental health needs.
- Experience in coordinating the work of other nurses.
- Experience in the supervision of student nurses, enrolled nurses and less experienced registered nurses.

Knowledge:

- Understanding of theories underpinning mental health nursing practice.
- Understanding of the Australian Nursing and Midwifery Council [ANMC] National Competencies for the Registered and Enrolled Nurse in Recommended Domains.
- Knowledge and understanding of the ANMC Codes of Professional Conduct for Nurses in Australia and the Code of Ethics for the South Australian Public Sector.
- Knowledge and understanding of legislative responsibilities for OHS&W, Workers Compensation and Rehabilitation and Equal Opportunity.
- Knowledge of quality improvement systems as applied to a healthcare setting.
- Knowledge of contemporary mental health nursing and health care issues.
- Knowledge of community support services and referral processes.
- Knowledge of National Mental Health Strategy/ Policy/ Plan.
- Knowledge of National Safety and Quality Standards and National Mental Health Standards.
- Knowledge of the recovery framework.
- Knowledge and understanding of relevant legislation.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- Tertiary qualifications in nursing or human services related discipline.
- Post Graduate qualifications relevant to the practice setting.

Personal Abilities/Aptitudes/Skills:

- Ability to work within a team framework that fosters an environment that develops staff potential.
- Skills in using computers and software relevant to the area of practice.
- Ability to analyse data.

Experience:

- Experience in a broad range of mental health clinical settings.
- Experience in supervisory roles in a clinical setting.
- Experience in management and leadership roles.

Knowledge:

- Knowledge of the South Australian public health system.
- Knowledge of contemporary professional nursing issues.
- Knowledge of research methodology and aspects of community orientated care.
- Breadth and depth of knowledge base is sufficient to enable to act in RN3 NUM role as required.

Special Conditions:

- It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- *For appointment in a Prescribed Position* under the *Child Safety (Prohibited Persons) Act (2016),* a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- For *'Prescribed Positions'* under the *Child Safety (Prohibited Persons) Act (2016),* the individual's WWCCs must be renewed every 5 years from the date of issue; and for '*Approved Aged Care Provider Positions*' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997* (Cth).
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- *Work Health and Safety Act 2012 (SA)* maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act, and when relevant WHS Defined Officers must meet due diligence requirements.
- *Return to Work Act 2014* (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive.*
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children and Young People (Safety) Act 2017* (SA) 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- *Independent Commissioner Against Corruption Act 2012* (SA).
- *Information Privacy Principles Instruction.*
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009, Health Care Act 2008* and the *SA Health (Health Care Act) Human Resources Manual.*
- Relevant Australian Standards.
- Duty to maintain confidentiality.
- Smoke Free Workplace.
- To create an inclusive and responsive environment where Aboriginal and Torres Strait Islander consumers are welcomed, valued and respected for their cultural knowledge and lived experiences. Our commitment extends to enhancing culturally safe workplaces by investing in our Aboriginal and Torres Strait Islander workforce, aligning with the SA Health Aboriginal Workforce Framework.
- To elevate the cultural capability of our non-Aboriginal staff, ensuring they can drive meaningful improvements in the health system, policies, planning and practices. This ensures our services are responsive to the cultural needs identified by Aboriginal and Torres Strait Islander people.
- Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.

General Requirements:
The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development:
The incumbent will be required to participate in the organisation's Performance Review and Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

Handling of Official Information:
By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential. SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised. SA Health employees will not misuse information gained in their official capacity. SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:
SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Resilience:
SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Organisational Context

Organisational Overview:

At CALHN we are shaping the future of health with world-class care and world-class research. This is fundamental in assisting us to achieve our vision of becoming one of the top five performing health services in Australia and one of the top 50 performing health services in the world within five years.

We are part of SA Health, which is the brand name for the public health system. As a system SA Health's mission is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and Far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc.and SA Ambulance Service Inc.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Central Adelaide Local Health Network:

Established in July 2011, CALHN is one of five Local Health Networks (LHNs) in South Australia and we are accountable to the Central Adelaide Local Health Network Governing Board. Our board has oversight of our strategy, risk management, governance and performance, and works with our Chief Executive Officer to provide strategic direction for our network.

CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit, Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH)
- Brain and Spinal Cord Injury Services located at the Repat Health Precinct

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including SA Medical Imaging (SAMI), SA Pathology SA Pharmacy and BreastScreenSA, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high-quality patient care is our number one priority, underpinning our goals is good governance, improved patient experience, business operations, efficiency and financial performance and more accountable and contemporary ways of working.

To find out more about CALHN, visit centraladelaide.health.sa.gov.au

Values

Central Adelaide Local Health Network Values

Our values, together with our vison and ambitions provide direction for everything that happens across our network. They outline who we are, what we stand for, what our consumers and their families can expect from us and what we can expect from each other. They guide our decisions and actions.

Values	Behaviours
People first	– I am there for my patients and colleagues when they need me most. – I put myself in my patients and colleagues shoes to understand their needs. – I go out of my way to make sure my patients and colleagues achieve the best outcome and have a great experience. – I respect uniqueness in my colleagues, our patients and their families.
Ideas driven	– I look and listen to ensure I fully understand the problem and find a solution. – I look for ways to break-down barriers and silos to hear new perspectives and solve complex problems. – I invest in my own learning and look for opportunities to explore and introduce new ideas. – I am interested in critical research and how it informs creative thinking.
Future focussed	– I embrace leading practices and use them to evolve our ways of working. – I lead and support change to improve patient and organisational outcomes. – I am constantly on the look-out for opportunities to improve.
Community minded	– I put my hand up to lead work that matters. – I am accountable and focused on value. – I value and champion diversity. – I embrace collaboration and constructive partnerships.

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- We are committed to the values of integrity, respect and accountability.
- We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees.

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity - Acting at all times in such a way as to uphold the public trust.
- Accountability - Holding ourselves accountable for everything we do.
- Professional Conduct Standards - Exhibiting the highest standards of professional conduct.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Role Acceptance

Employee Acceptance

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

Name: **Signature:** **Date:**

Approvals

Role Description Delegate Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: **Role Title:**

Signature: **Date:**