POSITION DESCRIPTION

Position Title: Nurse Manager
Organisation Unit: School of Veterinary Science
Position Number: 3044207
Type of Employment: Full Time Continuing
Classification: Hew Level 7
Location: Gatton

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences,
sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

**Information for Prospective Staff**

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - [http://www.uq.edu.au/current-staff/working-at-uq](http://www.uq.edu.au/current-staff/working-at-uq)

**DUTY STATEMENT**

**Primary Purpose of Position**

The primary purpose of this position is to provide short and long term planning, leadership and oversight to the Veterinary Nurses /Technicians of the UQ Veterinary Teaching Hospitals (VTH) and to facilitate standardisation of technical activities across the VTH.

**Duties**

Duties and responsibilities include, but are not limited to:

- Establishing, maintaining and the monitoring of processes to ensure a high level of nursing support is provided to clinicians, students and hospital services.
- Mentoring and contributing to staff development across the VTH with particular reference to the nurse career pathway.
- Maintaining an environment that supports the professional nurse and staff.
- Responsible for nurse staff planning, recruitment, inductions and performance management.
- Manage and coordinate daily and longer term clinical activities within the hospital
- Maintain the relevant paraprofessional budget, achieve financial objectives and scheduling expenditures, analyse variances and initiate corrective actions.
- Manage staffing schedules ensuring optimal use of staff and resources.
- Maintain and improve nursing guidelines by writing, introducing, training and monitoring compliance of nursing staff in relation to VTH Standard Operating Procedures.
- Collaboration with Veterinarians and multidisciplinary professional staffs
- Assist in the management of cultural and process change in the Hospitals
- Ensuring the effective operation of the Hospitals medical equipment; completing preventive maintenance requirements; following manufacturer’s instructions; troubleshooting malfunctions and evaluating new equipment and techniques.
- Maintaining personal professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Personally participate in teaching programmes and support paraprofessional staff in the clinical teaching and supervision of undergraduate veterinary students and veterinary technology students.
Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships
The position reports to the Operations Manager.

SELECTION CRITERIA

- Bachelor of Veterinary Technology and/or Certificate IV in Veterinary Nursing degree or equivalent with a minimum of at least 4 years subsequent relevant experience;
- Extensive, demonstrable and relevant management expertise and experience in a leadership/ supervisory position in an industry related position.
- Extensive knowledge and understanding of veterinary teaching hospitals or similar industry related processes and an in depth knowledge of veterinary discipline processes.
- Demonstrated ability to train and mentor staff and students in delivering and maintaining high standards of professional veterinary nursing in all areas of nursing.
- High level organisational skills.
- Demonstrated ability to work flexibly with the use of initiative and autonomy.
- High level written and oral communication skills and demonstrated ability to use these skills in managing professional & operational relationships with external stakeholders, colleagues, clients and students.
- Knowledge of ethical requirements, principles and practices relevant to all areas of veterinary nursing.
- Knowledge and application of relevant policies and procedures applicable to employment, including workplace health and safety, employment equity and anti-discrimination.
- Enthusiasm, initiative and self-motivation.
- Demonstrated commitment to high level and ongoing professional development and excellence in the field of veterinary nursing.
- A passion for the clinical teaching of veterinary and veterinary technology professionals in training.
- Willingness to participate in other professional service activities e.g. VNCA, community organisations, RSPCA, PetPEP (AVA).
- Possess or be able to apply for a radiation license.

Vaccinations and Immunisation
It is a condition of employment for this role that if you are required now or in the future, to work or interact in Queensland Health clinical facility; or in an equivalent clinical health facility; or health care role; or will be required to perform work tasks that put you at risk of exposure to vaccine-preventable disease you are required to be immunised against, and remain immunised against, certain vaccine preventable diseases (VPDs) in accordance with the University's Vaccinations and Immunisation Guidelines (PPL 2.60.08). The employee is required to provide evidence of immunisation against VPDs.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University's Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.