

JOB DESCRIPTION

Position Title: Nursing Team Leader

Position number:

Business unit: UOWC Vocational

Location: UOW Liverpool Campus

Reports to (title): Program Manager (Nursing)

TRF placement:

Primary purpose

The purpose of the role is to support the Program Manager (Nursing) by leading the delivery of the Diploma of Nursing vocational qualification for UOW College Australia (UOWCA) at the Liverpool Campus. The role will:

- Ensure the nursing program at Liverpool is delivered accordance to the Australian Nursing & Midwifery Accreditation Council (ANMAC) and Standards for RTOs 2015 requirements.
- Manage all operational requirements to effectively deliver the Nursing Program at Liverpool Campus including those related to staff and students.
- Teach / facilitate specified units of competency within areas of study including simulation.
- Develop, implement and review VET processes and procedures as applicable to Liverpool Campus.

Key responsibilities / accountabilities

Key responsibilities / accountabilities	Outcome	% of time
1. Lead the delivery of the Nursing Program at Liverpool Campus to ensure an exceptional student experience, including; <ul style="list-style-type: none"> • Communicate effectively with students to ensure they are well informed and engaged throughout their studies • Monitor student support and progression, including students identified as 'at risk' • Ensure student records are maintained according to policies & procedures • Manage student completions in accordance to the Qualification Issuance procedure 	<ul style="list-style-type: none"> • Students are informed • Successful student progression and completions • Student files and records are compliant and in order • Assessments are marked in a timely manner • High levels of student satisfaction • Low attrition rates • Course runs effectively 	25%
2. Oversee training and assessment in accordance with Standards for RTOs and ANMAC standards as they relate to the delivery of the Diploma of Nursing at Liverpool campus, including;	<ul style="list-style-type: none"> • Documented delivery model and schedules • Innovative teaching and learning in place • Maximum Simlab use 	20%



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<ul style="list-style-type: none"> • In collaboration with the Program Manager (Nursing), research and implement innovative methods of delivery and assessment to ensure student engagement • Incorporate maximum use of Simulation Laboratories in learning and assessment practices • Liaise with key stakeholders to ensure students undertake Clinical placement requirements • Deliver training and assess when required 	<ul style="list-style-type: none"> • Students complete 400 hours of clinical placement 	
<p>3. Coordinate staff of the Nursing Program at Liverpool including trainers and temporary staff;</p> <ul style="list-style-type: none"> • Recruit suitably qualified trainers as per ANMAC and ASQA standards • Develop rostering of staff • Oversee activities of direct reports • Liaise with the Program Manager (Nursing) about any issues that may arise concerning staff • Oversee compliance with requirements for all training staff, ensuring they have the appropriate qualifications and currency as per ANMAC and ASQA standards • Identify ongoing Professional Development requirements for staff • Resolve operational staff matters, referring complex performance issues to the Program Manager (Nursing) as appropriate 	<ul style="list-style-type: none"> • Compliance with ANMAC and ASQA in regards to training staff qualifications and currency • Staff rosters are developed and staff notified in a timely manner • Staff performance is managed • Staff feel supported • High level of staff satisfaction 	15%
<p>4. Collaborate with internal and external stakeholders as required, including;</p> <ul style="list-style-type: none"> • Marketing, Recruitment and Admissions for student recruitment • Student Support to ensure students have access to services and progression issues are resolved • UOW Liverpool Campus staff for operational matters • Student Administration for enrolment, withdrawals and invoicing purposes • Legal and Regulatory Affairs for compliance and reporting 	<ul style="list-style-type: none"> • External and Internal compliance measures are met • Support Units are provided with required information and work completed as requested • Strong working relationship with UOW 	10%



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<ul style="list-style-type: none">UOW SMAH Faculty on pathways and articulation		
5. Develop lesson plans, resources and deliver units of competency for the specific areas of study in accordance with regulatory frameworks and UOWCA processes and procedures. Perform and /or monitor assessment and assessment outcomes for individual students. Inform Program Manager of any concerns regarding student resources or performance issues.	<ul style="list-style-type: none">Students receive appropriate training as per training package and Learning & Assessment Strategy.Students are closely monitored for progression and final completion. Sufficient assessment records and tracking of submissions are kept.	10%
6. Student support is given and recognise that some students may be Aboriginal and Torres Strait Islander (ASTI) student, students from groups under-represented in the community or students who may have diverse academic, work and life experiences and that extra support may be needed.	<ul style="list-style-type: none">Excellent customer service is delivered to all students. Professional communication style used at all times with trainers, students and UOWCA stakeholders.	10%
7. Handle complaints and student welfare issues in accordance with UOWCA's policies and procedures	<ul style="list-style-type: none">Complaints and student welfare issues are resolved effectively and in a timely manner	5%
8. Maintain vocational currency and professional development	<ul style="list-style-type: none">Professional expertise is maintained and relevant industry knowledge is delivered as part of the student experience.	5%
9. Actively demonstrate the UOW Global Enterprises Corporate Values (passion, innovation, integrity, collaboration, courage, excellence)	<ul style="list-style-type: none">Behaviours to support the Values are consistently demonstratedNursing Program Team works collaborative for positive outcomesTeam culture that reflects the values	Ongoing

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Inherent Requirements

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the UOWE to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. UOWE wants to place you in the best situation to use your skills effectively in the position you are applying for at UOWGE.

Other Responsibilities

1. Work health and safety responsibilities:
 - a. take reasonable care for your health and safety, and
 - b. take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons, and
 - c. comply, so far as reasonably able, with any reasonable instruction that is given to ensure compliance with work health and safety legislation; and
 - d. co-operate with policies or procedures relating to health or safety at the workplace.
2. Observe principles and practices of Equal Employment Opportunity (EEO).
3. Declare any conflicts of interests that may arise during your employment to the People and Culture Department.
4. Evaluate, train, develop, and motivate staff. Demonstrate responsibility (applicable to managers / supervisors).

Reporting Relationships

Position Reports to:	Program Manager (Nursing)
This position Supervises the following positions;	Nursing Trainers
Other Key Contacts	Students/customers UOWGE and UOWCA Staff External institutions and key stakeholders

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Selection criteria – Education and Experience

Essential:

- Registration with the Nursing and Midwifery Board Australia as a registered nurse with no conditions relating to conduct or performance and holds a post-graduate tertiary qualification relevant to their discipline.
- Minimum of three (3) years full-time experience in teaching/facilitation and or/administration of nursing programs.
- TAE40122 Certificate IV in Training and Assessment or equivalent.
- Demonstrated relevant recent nursing clinical experience.

Desirable:

- Experience in managing teams.
- Experience using Axcelerate (Learning Management System)

Selection criteria – Knowledge and Skills

Essential

- High level of knowledge and understanding of the VET environment and compliance.
- Demonstrated understanding of quality management and process development
- High level organisational skills and ability to meet deadlines.
- Demonstrated ability to develop and maintain professional and effective relationships with key nursing related bodies and individuals.
- Ability to manage the demands of multiple stakeholders including contracted/part-time staff and to work as part of a broader virtual team.
- High level computer literacy.
- Close attention to detail and excellent administrative skills.
- Ability to set and manage multiple priorities and work under pressure.

Personal Attributes

- Ability to maintain the strictest levels of confidentiality at all times
- Has integrity and operates with transparency
- Resilient and adaptable to change
- Certified proof of right to work in Australia

Other Information

All staff involved in clinical facilitation of Units of Competency within the Diploma of Nursing are considered Category A in regard to immunisation status. As such they are required to provide proof of compliance with NSW Health Department Policy Directive 2007_006 Occupational Screening and Vaccination Against Infectious Diseases. They will also be required to undergo all mandatory checks prior to employment and be able to provide their evidence at all times when conducting clinical facilitation.

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A student's experience and learning while on clinical placement is a vital aspect of ensuring he/she becomes a safe and competent Enrolled Nurse. The facilitation duties are key to enable a student to gain the knowledge, skills and attitudes for practice as an Enrolled Nurse.