

POSITION DESCRIPTION

Position Title:	Nurse Manager – Perioperative Services (Day Surgery Unit) Maternity Leave Cover
Grading:	Nurse Manager Level 1 (Family Planning NSW and NSW Nurses and Midwives' Enterprise Agreement 2024)
Status:	Temporary, Part time (01/10/2026 to 05/02/2027) (Four days per week, extension may be possible)
Location:	Newington
Responsible to:	Director of Clinical Operations (operational) Director of Nursing (professional & clinical)
Responsible for:	Day surgery staff Registered Nurses Enrolled Nurses Sterile Services Technicians Medical Officers
Collaborates with:	Practice Managers Allied Health Professionals Medical Director

Our Organisation

Family Planning Australia is the leading provider of reproductive and sexual health services in NSW. As an independent not-for-profit organisation we offer expert clinical care, information and advice for everybody in every family as well as education and training and evidence-based research to support doctors, nurses and other professionals.

Family Planning Australia is committed to excellence in meeting the reproductive and sexual health needs of the community. We achieve this by providing best practice, accredited clinical services, enhancing the knowledge and skills of service providers, improving the body of knowledge about reproductive and sexual health through rigorous research and evaluation, and leading international development projects to promote the rights of marginalised people in developing countries.

Our Day Surgery

Our purpose-built, single-theatre day surgery provides procedural care under sedation in a safe, respectful and client-centred environment, operating in line with the National Safety and Quality Health Service (NSQHS) Standards, ACORN standards, and AS5163 reprocessing and infection control standards.

Position Overview

The **Nurse Manager - Perioperative Services** is responsible for the strategic, clinical and operational leadership of Family Planning Australia's perioperative services, including the Day Surgery Unit, Operating Theatre and Central Sterilising Services Department (CSSD). Working collaboratively with multidisciplinary teams and organisational leaders, the role ensures the delivery of safe, high-quality, patient-centred reproductive and sexual health services that align with organisational objectives and regulatory requirements.

The Nurse Manager provides leadership and oversight of perioperative service delivery, workforce management, quality improvement, risk management, accreditation and compliance activities. The role promotes a culture of clinical excellence, continuous improvement and evidence-based practice, ensuring compliance with relevant legislation, the National Safety and Quality Health Service (NSQHS) Standards, ACORN standards and infection prevention and control requirements.

Accountable for the effective management of people, resources, budgets and operational performance, the Nurse Manager ensures efficient service delivery, optimal patient outcomes and a positive patient experience. The position collaborates closely with Practice Managers and other stakeholders to maintain effective staffing, coordinate patient care, support organisational change and drive service innovation. The role may also contribute direct clinical expertise within the perioperative environment as required.

Selection Criteria

Essential

- Registered Nurse with current registration with the Nursing and Midwifery Board of Australia (AHPRA), with no restrictions
- Minimum 5 years' experience in perioperative nursing including a minimum of 12 months experience managing a day surgery or operating suite
- Demonstrated commitment to quality initiatives and management of compliance with relevant standards and processes including National Safety and Quality in Healthcare Standards (NSQHS), Australian College of Perioperative Nurses (ACORN), the Australian and New Zealand College of Anaesthetists (ANZCA) Standards and infection control/sterilisation requirements (AS5163 or current equivalent)
- Demonstrated understanding of current financial, budget, human resources, rostering and recruitment principles and practices
- Demonstrated ability to effectively drive performance to targets and budgets whilst maintaining high levels of staff engagement
- Proven high level interpersonal, verbal and written communication skills and an aptitude to utilise relevant information technology platforms
- Demonstrated experience in strategic planning processes and project management, and ability to provide clear and concise plans and reports
- Sound leadership skills and proven ability to meet deadlines, prioritise workload and adapt effectively to change
- Sound understanding of clinical governance, risk management and quality improvement frameworks
- Strong advocacy, interpersonal communication and networking skills with proven ability to develop and maintain partner relationships with internal and external stakeholders
- Must have full Australian working rights

Desirable

- Experience in leading infection control systems or sterilisation services certificate
- Tertiary qualifications in health management or working towards same
- Post graduate qualification in reproductive and sexual health nursing
- High level knowledge and experience in planning, implementing and embedding change

Other requirements

- A Criminal Record Check and a Working with Children Check are required prior to commencement in the role.
- Vaccination/immunisation requirements apply to this role.

Values

- FPA is a pro-choice organisation
 - Staff are expected to fully support an individual's right to choose regarding their pregnancy, whether that be parenting, adoption/foster care or abortion
 - As an abortion service provider, all staff at FPA are expected to actively participate in the provision of abortion services within the full scope of their role.
- Must support the Family Planning Australia values that champion the rights of every individual to make their own choices concerning their sexual and reproductive health and rights; in support of this we are:
 - Compassionate
 - Collaborative
 - Empowered
 - Bold

Key Responsibilities

Management

- Establish and maintain a standard of practice that meets the NSW Health legislative requirements, professional competency standards (ACORN) for day surgery units, Australian College of Anaesthetists (ANZCA), NSQHS and FPNA policy and procedures.
- Work with the Integrated Health Services management team to coordinate effort and leverage resources to achieve the strategic goals, operational and financial targets of the organisation
- Lead the multidisciplinary clinical unit and support the business development and growth strategy of the day surgery unit.
- Ensure the efficient allocation and utilisation of appropriately registered, qualified and credentialed medical, nursing, allied health and ancillary staff
- Oversee the administration, service delivery, human resources and budget of perioperative services
- Oversee staff recruitment and selection activities for perioperative services
- Oversee the development, delivery and evaluation of day surgery unit services and performance against key performance targets
- Prepare and submit concise, critically appraised, accurate and timely reports and documentation in accordance with reporting requirements

Leadership

- Ensure the delivery of high quality, efficient and professional day surgery services to clients and referrers with a focus on targeted priority populations
- Provide leadership in managing and implementing change and supporting staff through change
- Develop and maintain effective partner relationships with stakeholders and manage high level liaison with other local services, the Local Health Districts and the Primary Health Networks in regard to provision of perioperative services.

Clinical governance, quality improvement and patient/client safety

- With the support of the relevant clinical leads, maintain quality clinical standards and professional health care practices, including effective infection control, risk assessment & management, and incident reporting
- Work cooperatively with the relevant manager/s to ensure effective management of, and communication about, issues in relation to staff from other teams or clinics
- Support organisational risk management and accreditation activities in relation to the delivery of day surgery services which are safe, effective and client-centred
- Manage response to any emerging issues in clinical service delivery and/or performance against accreditation standards and/or targets

Performance management

- Manage the staff of the day surgery team, including performance management, staff training and development
- Achieve quality, sustainability and operational efficiency & effectiveness through continuous process improvement, data analysis, clinical audit and benchmarking best practices
- Ensure adherence to the policies and procedures of Family Planning Australia including the Family Planning Australia Code of Conduct & Ethics
- Ensure adherence to the organisational values and behavioural standards of Family Planning Australia
- Comply with all Family Planning Australia policies and procedures in relation to information system and network security, protection of confidentiality and integrity of data and protection of the privacy of data subjects
- Undertake any other duties or projects at the direction of the Executive

Other Responsibilities

Clinical

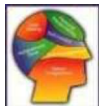
- Commit to maintain best practice by adhering to the scope of the position and within role boundaries as defined by FPA
- Maintain the required qualifications and competencies to deliver high-quality services
- Commit to on-going skill development and take responsibility to update knowledge, enhance skill and competency standards to perform within the context of work
- Adhere to FPA's defined escalation and delegation policies and systems
- Appropriately apply relevant guidelines, policies, procedures and protocols
- Adhere to the Incident Management Policy to report and escalate any issues within specified time frames
- Commit to share knowledge and provide support and supervision to less experienced staff
- Maintain confidentiality and privacy in relation to any information related to any client, staff member, or other persons obtained in the conduct of the business of Family Planning Australia

Work health and safety

- All employees are responsible to ensure they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions

- Any potential risk should be reported to the employee's manager immediately for investigation and remedy
- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment

Family Planning Australia Capability Framework

Capability Group	Capability Name	Level Descriptor
Personal Attributes 	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	Advanced
	Act with Integrity Be ethical and professional, and adhere to the Family Planning Australia values	Advanced
	Manage Self Show drive and motivation, a measured approach and a commitment to learning	Advanced
	Value Diversity Show respect for diverse backgrounds, experiences and perspectives	Adept
Relationships 	Communicate Effectively Communicate clearly, actively listen to others and respond with respect	Advanced
	Commit to Customer Service Provide customer centric services in line with organisational objectives	Advanced
	Work Collaboratively Collaborate with others and value their contribution	Advanced
	Influence and Negotiate Gain consensus and commitment from others and resolve issues and conflicts	Highly Advanced
Results 	Deliver Results Achieve results through efficient use of resources and a commitment to quality outcomes	Advanced
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	Advanced
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	Advanced
	Demonstrate Accountability Be responsible for own actions, adhere to legislation and policy and be proactive to address risk	Highly Advanced
Business Enablers 	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	Advanced
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	Advanced
	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	Advanced
	Project Management Understand and apply effective planning, coordination and control methods	Advanced
People Management (supervisory roles only) 	Manage and Develop People Engage and motivate staff and develop capability and potential in others	Advanced
	Inspire Direction and Purpose Communicate goals, priorities and vision and recognise achievements	Advanced
	Optimise Business Outcomes Manage resources effectively and apply sound workforce planning principles	Advanced
	Manage Reform and Change Support, promote and champion change, and assist others to engage with change	Advanced

Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position holder:

Name:

Signature:

Date:

Supervisor:

Name:

Signature:

Date:
