



Position Description

REGISTERED NURSE

Directorate	Community & Governance Services
Reports to	Facility Nurse Manager
Position Code	RN1
Classification	Year 1-8
Status	Permanent (38 hours per week)
Other conditions & benefits	N/A
Pre-employment checks/legislative requirements	Medical, Police Check & Qualifications Check
Location	24 Mayall Street Balranald, NSW
Date position description approved	20 November 2023, Revised 1 July 2026

Council overview

Covering approximately 21,400 sq kilometres, Balranald Shire encompasses a diverse natural landscape which includes the world heritage listed Mungo National Park and the picturesque Yanga National Park.

Surrounded by the wonders of the Murrumbidgee, Murray, Lachlan, Wakool and Edward Rivers, the area offers the opportunity to relax and enjoy some of the most unique natural scenery in Australia. There is an abundance of great fishing, water sports and nature just waiting for you.

Balranald is situated on the Sturt Highway and is just a 1 hour drive from the regional city of Swan Hill and 1¾ hours' drive from Mildura.

The area is surrounded by rich agricultural lands, the unique townships of Balranald and Euston and the hamlets of Kyalite, Oxley, Hatfield and Penarie (Homebush).

Council values

Honesty # Respect # Enjoyment # Teamwork # Openness # Leadership # Customer Focus

Primary purpose of the position

The Registered Nurse is an integral member of a multi-disciplinary health team responsible for providing a quality nursing service that meets the needs of residents whilst ensuring the care service delivery is undertaken in accordance with the vision and values of Balranald Shire Council.

Key accountabilities

Within the area of responsibility, this role is required to:

- Ensure high standards of care in accordance with the Aged Care Legislation, Accreditation Standards and Balranald Shire Council's policies and procedures.
- Provide clinical mentoring, leadership, and support to members of the care team to ensure the delivery of a high standard of care, customer service and a culture that represents the values of Balranald Shire Council.
- Applying the principles of privacy and confidentiality to all work practices adhering to Balranald Shire Council's Policies and Procedures.
- Maintaining a duty of confidentiality to all residents, clients, volunteers, and employees ensuring that any confidential information that becomes known or available through the course of employment with Balranald Shire Council remains confidential.
- Provide support and assistance to maintain high standard services for residents by:
 - Active involvement in the identification and implementation of continuous improvement initiatives.
 - Reviewing and assessing current methodologies, identifying, and implementing strategies for a best practice service provision.
 - Actively participating and contributing to organisational meetings/consultations.
 - Identify, minimise, and manage organisational risks using the Risk Management Framework
- In collaboration with the General Manager and the Hostel Coordinator, effectively manage employees and volunteers involved in services that support resident daily living requirements by:
 - Being a positive role model, providing leadership and first line supervision to Care Team.
 - The appropriate allocation and delegation of roles and responsibilities within the care team.
 - Assisting with the orientation of new employees and facilitating their ongoing acquisition of knowledge.
 - Assisting employees to identify individual learning needs and facilitating opportunities for employee development.
 - Providing training and development opportunities for employees to improve job skills and effectiveness.
 - Inducting Agency staff as required.
- Accept accountability and responsibility of nursing services provided by:
 - Practicing within own abilities and qualifications.
 - Complying with all policies and procedures.
 - Ensuring the consistent application of Balranald Retirement Hostel's policy framework by self and others.
 - Maintaining contemporary professional knowledge and skills in clinical competency through participation in self-development activities / programs.

- Provide direct resident care and nursing services consistent with recognised nursing practice and procedure by:
 - Liaising with medical employees and other allied health professionals to ensure changes in resident care needs are reported and reviewed with prescribed changes to clinical care implemented and evaluated.
 - Carrying out a comprehensive and accurate nursing assessment of individuals and groups.
 - Use and implement Telstra Health as an Administrator where applicable, completing training and updates when necessary.
 - Formulating a plan of care with the primary aim of providing optimal quality of life for the individual and/or group.
 - Coordinating and monitoring the planning, implementation and evaluation of service outcomes and nursing care standards.
 - Liaising with other members of the health team, to identify resident care needs, plan interventions and review outcomes of care.
 - Maintaining accurate and legally appropriate documentation of nursing services.
 - Other services as required.
- Ensure professional and articulated communication by:
 - Positively interacting with employees and volunteers, members of the health team, residents, and their representatives.
 - Ensuring that the management team is suitably informed of any relevant issues.
 - Ensuring that the Hostel Coordinator is informed of any resident incidents, including advice of reportable incidents and assaults within designated timeframes.
 - Maintains professional accountability to the Hostel Committee and General Manager
 - Participates as a member in relevant professional activities.
 - To display a positive attitude towards Council policy and decisions in relation to the position and the public image of the Council
- Assist residents and families with any concerns or complaints and facilitate case conferencing as scheduled or when indicated.
- Initiates the development of and/or upholds, policies and professional standards of practice, to ensure the delivery of care which is safe and evidenced based best practice.
- Develops, monitors, and evaluates resource allocation and utilisation to ensure care is delivered effectively and efficiently.

Key challenges

- Working within an aged care environment with increased community & individual expectations of the role. The Registered Nurse will be required to change, adapt and advocate for new models of care and changing practices based on evidence and research challenging traditional values and beliefs with the profession.
- Adhere to media protocols as per BSC Policy. Ensure the General Manager is briefed in a timely manner on all contentious issues relating to service provision within the areas of responsibility.

Key relationships

Internal	Why
Employees, Coordinators, Executives	The position is required to provide decisions which typically span across the whole organisation.
External	Why
Residents and ratepayers, Government Agencies	The position contributes to the organisation's overall direction and has significant influence on the areas overseen. The position provides a critical service function on behalf of Council.

Autonomy and Decision Making

The role requires the employee manage sections of Council and act as the subject-matter-expert. Significant judgement and independent research may be required, when there are no clear answers. Decisions are typically guided by broad policy, legislation or discussions with the Facility Nurse Manager or relevant Executive.

Code of Conduct, Policies, Protocols and Procedures

All employees are to adhere to Council's Code of Conduct, Policies and Procedures at all times.

Fraud and Corruption Prevention

Council has a zero tolerance towards fraud, corruption or any behaviour that may bring Council into disrepute with the community. All Council employees have a responsibility to identify, prevent and report fraud, corruption and behaviour that may bring Council into disrepute.

WHS & Risk Responsibilities

- Act at all times in a manner which does not place at risk the health and safety of any person in the workplace.
- Maintain a safe work environment in accordance with Balranald Shire Council's Workplace, Health and Safety Policies and Procedures.
- Assist in the on-going maintenance of a safe workplace through involvement in the implementation of safe systems.
- Actively participate in the rehabilitation of employees injured at work.
- Participate in mandatory Health and Safety training sessions.
- Identify, analyse and treat hazards in the workplace.
- Be responsible and accountable for taking practical steps to minimise Council's exposure to risk in so far as it reasonably practicable.
- Understand and adhere to the principles of Risk Management relevant to the job role.
- Provide input into various risk management activities.
- Report all emerging risks, issues and incidents.

Selection Criteria

Essential:

1. Bachelor/Diploma/Certificate Nursing – Registered Nurse
2. Current First Aid Certificate
3. Current registration as a Registered Nurse with AHPRA.
4. Ability to prioritise and manage workloads according to resident's needs.
5. Ability to work independently and as part of a multi-disciplined work team.
6. Demonstrated interpersonal and written communication skills including demonstrated experience interacting with a wide range of people.
7. Demonstrated knowledge of workplace health and safety.
8. Commitment to continuous improvement.
9. Intermediate computer skills.

Desirable:

1. Infection Prevention and Control Certificate
2. Demonstrated leadership skills.
3. A comprehensive clinical knowledge and understanding of the ageing process, particularly to age related health issues.

Acceptance of Position

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand this position description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Signature:

Date:

Attachments:

- Local Government Capability Framework

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Intermediate
	Deliver Results	Adept
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Adept
	Procurement and Contracts	Foundational
 Workforce Leadership	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Advanced

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Advanced	- Is prepared to make decisions involving tough choices and weighing of risks - Addresses situations before they become crises and identifies measures to avoid recurrence - Takes responsibility for outcomes, including mistakes and failures - Coaches team members to take responsibility for addressing and resolving challenging situations - Oversees implementation of safe work practices and the risk management framework
Relationships Work Collaboratively	Adept	- Contributes to a culture of respect and understanding in the organisation - Creates an atmosphere of trust and mutual respect within the team - Builds cooperation and overcomes barriers to sharing across teams/units - Relates well to people at all levels and develops respectful working relationships across the organisation - Identifies opportunities to work together with other teams/units - Acts as a resource for other teams/units on complex or technical matters
Results Plan and Prioritise	Adept	- Consults on and delivers team/unit goals and plans, with clear performance measures - Takes into account organisational objectives when setting and reviewing team priorities and projects - Scopes and manages projects effectively, including budgets, resources and timelines - Manages risks effectively, minimising the impacts of variances from project plans - Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
Resources Technology and Information	Adept	- Selects appropriate technologies for projects and tasks - Identifies ways to leverage the value of technology to achieve outcomes - Ensures team understands their obligations to use technology appropriately - Ensures team understands obligations to comply with records, information and knowledge management requirements

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Workforce Leadership Lead and Manage Change	Advanced	• Translates change initiatives into practical strategies, including the role of staff in implementing them • Analyses the change context to identify the level of consultation and involvement required from staff and stakeholders • Develops appropriate approaches to involve staff and stakeholders at various stages of the project • Implements structured processes to manage structural, system, process and cultural barriers to change • Provides coaching and leadership in times of uncertainty and difficulty for staff