



SUCCESS PROFILE – Nurse Unit Manager

Setting your career for success at Geelong Grammar School

ROLE TITLE:		Nurse Unit Manager
DIVISION:		Residential Education, Care & Community
CAMPUS:		Timbertop
REPORTS TO:		Campus Business Manager Timbertop (Dotted line reporting to Head of Nursing Services)
DIRECT REPORTS:		Associate Nurse Unit Manager Timbertop Nurses Overnight First Aid Attendants Administration Assistant (Timbertop Medical Centre)
EMPLOYMENT STATUS:	Tenure	Full Time Ongoing
	Hours	37.5 hours per week
	Working Weeks	Annualised 52 Weeks 40 working weeks, 4 weeks annual leave, 8 weeks leave without pay
CLASSIFICATION:		Operational Salary Scale General B7

THE ROLE

General Description and Role Purpose

Timbertop (approximately 245 students) is a boarding campus for all Year 9 students, located near Mt Buller in Victoria's Alps. All teaching staff live on the campus and students spend the entire year at Timbertop taking part in hiking, recreational and community service activities.

Timbertop Health Centre provides a diverse range of emergency nursing and pastoral care services and individualized holistic health care for students at Timbertop. It supports the rigorous outdoor education programme and student participation in the programme as well as conducting emergency nursing as required in the field.

The Nurse Unit Manager leads and manages the Timbertop Health Centre and reports to the Campus Business Manager | Timbertop. The role includes the full range of nursing duties along with the responsibility of supervising a team of nursing and support staff that provide medical care and services to students (and staff where required). The role requires the ability to build relationships and work in partnership with external care providers, including doctors and physiotherapists. The role also has a close working relationship with the Timbertop Leadership Team and medical and welfare staff at the School's Corio campus.

Key Responsibilities/Accountabilities

Management and Coordination

- Manage the day-to-day operations of the Timbertop Health Centre and ensure that all its functions are carried out in accordance with school policy and procedures and that they comply with current regulations and legislation.



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- Supervise and coordinate the nursing and support staff working within the Timbertop Health Centre, including maintaining rosters, ensuring high standards of performance and service delivery and identifying professional development needs and coordinating provision of appropriate training.
- Ensure nursing staff accurately assess and manage illness, injuries and accidents.
- Provide regular updates and reports to the Head of Timbertop and Campus Heads of Boarding and Wellbeing on the health and wellbeing of students as required.
- Order, store, monitor and administer medications and medical supplies in accordance with drugs, poisons and controlled substances regulations.

Nursing

- Refer students (and staff) to doctors, physiotherapists, counsellors and other allied health professionals as appropriate.
- Liaise with other health workers, school personnel and parents.
- Collect blood, urine and other samples for pathology.
- Provide safe, caring and restorative supervision for inpatients.
- Provide health screening for new students.
- Provide basic first aid and assessment for staff, families and visitors.
- Maintain accurate, up to date nursing records.
- Ensure all information concerning patients is maintained in the strictest confidence.
- Comply with OH&S regulations in work practices and maintenance of environment and equipment.
- Committed to the rigors of the School's Light Blueprint

Out of hours contact/ other role requirements

- The incumbent will likely to be required to work public holidays which fall during Term time, where the School is operational.
- The attendance at School events, such as family day, is encouraged.
- Travel is a requirement of this role. Travelling between campuses, travel locally

Physical, Environmental and Psychosocial requirements

PHYSICAL	Expectation	Rarely	Occasional	Frequent	Not Applicable
Mobility	Ability to move around the workplace, including stairs and uneven ground	☐	☐	☒	☐
Mobility Endurance	Hiking across rugged, uneven, steep or slippery terrain, often while carrying a pack	☐	☐	☐	☒
Sitting /Standing	Capacity to sit or stand for extended periods	☐	☐	☒	☐
Manual Handling	Ability to lift/carry items up to 20 kg (role-specific) Loading trailers, including lifting above shoulder height. Pushing/pulling heavy items such as bike trailers, boats, stretchers Setting up and packing down large equipment	☐	☒	☐	☐
Operate Vehicles	Operate vehicles or heavy machinery Drive long distances on both sealed and unsealed roads, often with limited breaks Towing and reversing trailers of various sizes	☐	☐	☒	☐
Work at Heights	Using ladders, scaffolding or other objects	☐	☐	☐	☒



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Fine Motor Skills	Use of keyboard, writing instruments, equipment	☐	☐	☒	☐
Visual Capacity	Reading screens, documents, and observing surroundings	☐	☐	☒	☐
Auditory Capacity	Communicating in person/phone, responding to alarms	☐	☐	☒	☐
Water-based Activities	Paddling canoes, kayaks, or rafts Carrying boats and gear around water access points Working in wet environments (eg Rivers or rainy weather)	☐	☐	☐	☒
Fatigue Capacity	Working non-business hours shifts Overnight supervision of students Being on-call Possible sleep disruption	☐	☒	☐	☐
Travel	Off-site travel	☐	☒	☐	☐
ENVIRONMENTAL	Expectation	Rarely	Occasional	Frequent	Not Applicable
Noise Exposure	Working in moderate noisy environments	☐	☐	☒	☐
Workspace Layout	Open-plan or shared workspace	☐	☐	☒	☐
Screen-Based Work	Prolonged computer use	☐	☐	☒	☐
Biological/Chemical Exposure	Exposure to cleaning agents, laboratory materials (if applicable)	☐	☐	☒	☐
Shift or Extended Hours	Work outside standard hours (if applicable)	☒	☐	☐	☐
Outdoor work	Work in hot, cold, wet conditions	☒	☐	☐	☐
Working alone	Work alone or in isolation	☐	☒	☐	☐
Confined Spaces	Work in confined spaces where only one egress (escape route) exists	☐	☐	☐	☒
PSYCHOSOCIAL	Expectation	Rarely	Occasional	Frequent	Not Applicable
Interpersonal Engagement	Regular interaction with staff, clients, students or stakeholders	☐	☐	☒	☐
Emotional Regulation	Managing conflict, sensitive matters, or distressed individuals	☐	☐	☒	☐
Workload Management	Managing competing priorities and deadlines	☐	☐	☒	☐
Change Adaptability	Responding to operational change	☐	☒	☐	☐
Decision-Making	Exercising judgment within delegated authority	☐	☐	☒	☐
Confidentiality	Handling sensitive or personal information	☐	☐	☒	☐
Autonomy	Working independently with accountability	☐	☐	☒	☐
Resilience	Managing pressure, ambiguity and intensity	☐	☐	☒	☐

THE PERSON – Key Selection Criteria

Knowledge/Skills/Qualifications | *What you need to KNOW*



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Knowledge / Skills:

- Ability to work both independently and to coordinate a team of nursing and support staff.
- Proficiency with computer programmes.
- Ability to work both independently and to coordinate a team of nursing and support staff.
- An ability to relate to adolescents and a sound understanding of their health needs and contemporary issues affecting adolescent health and welfare.
- A balanced, tolerant and sensitive approach to others and a capacity to be flexible in approach where required.
- A willingness and capacity to undertake professional development relevant to the role.
- An enthusiasm for the Timbertop philosophy

Qualifications:

- Current registration with APHRA as a Registered Nurse – Division 1
- Desirable- Paediatric Nursing experience or post graduate qualification

OTHER REQUIREMENTS

- Current driver licence is essential to the role.
- Anaphylaxis Essential
- First Aid Essential
- CPR Essential

Experience | *What you HAVE DONE*

- Experience working as a nurse with proven skills in accident & emergency management with previous experience in a senior nursing or management role highly regarded.
- Experience with childhood immunisations
- Experience working within a school environment is highly regarded

Personal Attributes/Attitude | *Who you ARE*

- Courageous
- Curious
- Compassionate
- Civil
- Connected

Competencies | *How you behave and what you CAN DO*

- Demonstrates exemplary ethical standards
- Acts with integrity
- Builds positive and professional relationships with staff, students, and parents
- Open to new ideas and approaches
- Collaborates effectively with individuals and teams
- Commits to the development of self and others
- Aligns personal and organisational purpose
- Committed to evidence-based practice (substantiation)



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WORKING AT GGS

- The Success Profile (SP) should be read in conjunction with the School's Light Blueprint, individual performance and development plan, employment contract or relevant agreement etc.
- The SP outlines key responsibilities only. Other duties consistent with the position purpose may be expected.
- Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.
- Geelong Grammar School is committed to providing a safe and healthy environment. All Employees, contractors, students, volunteers, and visitors share a mutual responsibility to adhere to safety guidelines and contribute to this safe environment, in accordance with the *Occupational Health and Safety Act 2004 (Vic)*.
- Employment is conditional upon obtaining a Victorian Working with Children Check (Employment) and a National Police Check, or current VIT registration.
- Where applicable, employment as a Teacher is conditional upon maintaining a current VIT registration (inc. Police Check), proficiency in all of the AITSL Standards, First Aid qualifications and have current Anaphylaxis Management Accreditation in accordance with Ministerial Order 706 and the School's Anaphylaxis Management Policy. Teachers are expected to participate fully in the School's academic, pastoral and co-curricular programmes.
- Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education. Employees are required to attend a Discovering Positive Education training course.

Reviewed by: Campus Business Manager | Timbertop

Approved by: Employee Engagement

Effective Date: 8 September 2026