

Job title: Immunisation Nurse	
Classification:	Effective Date: February 2026
Reports to: Immunisation Nurse in Charge	Tenure: Casual

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.



WHITEHORSE CITY COUNCIL

Position description

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

Contribute to the development of Councils immunisation services to ensure that safe, efficient and cost effective services are delivered with a commitment to quality and continuous improvement that meets the needs of the Whitehorse community.

Key Responsibilities

Position Specific Responsibilities

- Deliver vaccinations in accordance with relevant policies, standards and guidelines relating to immunisation: -
 - Preparation and administration of vaccines at immunisation sessions
 - Clients are correctly processed with respect to assessing vaccination needs, provision of information and informed consent
 - Correct vaccines are available and administered during immunisation sessions;
 - Recording and reconciling vaccines used at sessions
 - Ensure the timely reporting of incidents.
- Provide excellence in customer service and management of clients
- Participate and contribute in reviewing immunisation practices, service delivery and quality standards, and developing and implementing continuous improvement initiatives and best practice standards
- Provide, when required, expert advice and support to external parties on relevant issues associated with the immunisation program, within the incumbent's sphere of expertise.
- Respond to clinical governance matters associated with administering vaccines at sessions and ensure compliance with the Australian Immunisation Handbook, relevant Department of Health and Human Services (DHHS) and Council policies relating to immunisation.
- Ensure adherence and compliance with relevant Occupational Health and Safety (OHS), Equal Opportunity EO and Human Rights legislation and policies;

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Accountability and Extent of Authority

Budget: Nil

Staff responsibility:

- The position is accountable to the Immunisation Nurse in Charge. At each Immunisation session the Immunisation Nurse in Charge has authority to provide directions to all immunisation staff.
- The incumbent fully briefs the Immunisation Nurse in Charge on significant issues of operational importance and clinical governance and the Medical Health Officer on issues of medical importance.

Judgement and Decision Making

- The position is clearly defined with established procedures, specific guidelines and standard instructions. The tasks and activities undertaken may involve the selection or application of a variety of techniques, methods or processes. Work activity is usually carried out with little adaptation or modification to precedent or established guidelines. There may be some limited flexibility in the determination of priorities and schedules.
- The position is required to assist with the development of policy and planning options for the immunisation program, within a highly regulated environment.
- The position is required to have clinical knowledge of contraindications, precautions and reactions associated with the administration of various vaccines

Specialist Knowledge and Skills

Certificates/Licences and Experience:

- Experience in the provision of mass immunisation programs to the general public
- Excellent knowledge of the Australian Immunisation Handbook, National Health and Medical Research Council guidelines for Immunisation Procedures and relevant Department of Health and Human Services (DHHS) policies relating to immunisation.
- Knowledge of the administration of vaccines and the ability to administer injections.
- Sound analytical and investigative skills to enable the formulation of policy options within an environment of competing demands.
- Extensive experience in the provision of relevant professional advice.

Qualifications and Experience

- State Registered Nurse and Accredited Nurse Immuniser.

Interpersonal Skills

- Excellent communication skills to enable effective interaction with internal staff, members of the public and various external parties and to facilitate community education and compliance.
- Strong communication and negotiation skills and the ability to successfully resolve conflict
- Support for the achievement of team objectives before individual goals.
- Ability to represent the organisations interests in an external forum.

Key Relationships:

- The position reports to the Immunisation Nurse in Charge and liaises with all members of the immunisation team.
- The position is required to maintain a professional relationship with other Local Government Authorities, service providers, suppliers, community groups, parents and children.

Management Skills

- Ability to manage a variety of complex tasks concurrently with minimal supervision.
- Strong commitment to quality, continuous improvement and excellence in customer service

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence.
- Will be required to attend out of hours immunisation sessions and attend team meetings.
- The position includes an inherent physical requirement to be able to physically stand and administer vaccinations over a number of hours. Please refer to the Physical Requirements Checklist for more information. Short listed candidates may be required to attend a pre-employment medical examination.
- The position will be required to work from different locations within the municipality.

Key Selection Criteria

- State Registered Nurse and Accredited Nurse Immuniser.
- Excellent knowledge of the Australian Immunisation Handbook, National Health and Medical Research Council guidelines for Immunisation Procedures and relevant Department of Health and Human Services (DHHS) policies relating to immunisation.
- Knowledge of the administration of vaccines and the ability to administer injections.
- Excellent communication skills to enable effective interaction with internal staff, members of the public and various external parties and to facilitate community education and compliance.
- Strong commitment to quality, continuous improvement and excellence in customer service

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	x		
Hand/Arm Movement Tasks involve use of hand/arms	x		
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	x		
Standing Tasks involve standing in an upright position	x		
Reaching Tasks involve reaching above head, and above and equal to shoulder height	x		
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	x		
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	x		

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body	x		
Keyboard Duties Tasks involve sitting at workstation and using computer.	x		
Satisfactory Vision Standard of vision required equal to that required for driver's licence	x		

Any other relevant comments: