



Position Details

Position title:	Nurse Immuniser
Award Classification:	Band IMN
Department:	Safety and Amenity
Division:	City Development
Date Approved:	October 2026
Approved By:	Manager Safety and Amenity

Organisational Relationships:

Reports To:	Coordinator Health Services
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients.

Position Objectives

The City of Port Phillip is committed to enhancing the general health and wellbeing of the community. Our immunisation program offers a broad range of immunisation sessions times where the full range of vaccines as described on the National Immunisation Program (NIP) are available.

- To support the delivery of Council's immunisation program by administering vaccines safely, effectively and professionally, while providing a high standard of care and customer service to the community.

Key Responsibilities and Duties

- Deliver immunisation services in accordance with the National Immunisation Program (NIP), the Australian Immunisation Handbook, relevant legislation, and Council policies and procedures.

- Administer vaccinations at community, school-based and workplace immunisation sessions as rostered by the Immunisation Program Officer.
- Assess client suitability for vaccination, including reviewing immunisation histories, identifying catch-up requirements, and providing appropriate advice and information regarding the benefits and risks of immunisation.
- Maintain contemporary clinical knowledge of immunisation practices, vaccine schedules, contraindications, adverse events, and emerging developments within the immunisation field.
- Monitor and maintain vaccine storage and cold chain management requirements in accordance with relevant guidelines and procedures.
- Accurately record immunisation information and complete all required documentation and electronic data entry activities.
- Respond to and manage adverse events following immunisation, including the provision of emergency treatment and incident reporting in accordance with clinical guidelines and Council procedures.
- Contribute to the planning, preparation, set-up, operation and pack-down of immunisation sessions and assist with follow-up activities as required.
- Participate in team meetings, training, continuous improvement activities and other professional development opportunities to support high-quality service delivery.
- *Maintain professional nursing standards at all times. Completed required continuous professional developments as set by Australian Professional Health Regulations Agency (APHRA) including mandatory reporting and keep up to date with current practice and theory.*
- Provide a professional, respectful and customer-focused service that promotes positive community engagement and high levels of client satisfaction.

Accountability and Extent of Authority

- Responsible for determining the appropriate vaccines to be administered to clients presenting for immunisation.
- Authorised to make all decisions of a medical nature associated with immunisation practice.

Judgement and Decision Making

- The position is required to have knowledge of contraindications, precautions and reactions associated with the administration of various vaccines.
- Must be able to initiate appropriate responses to vaccine reactions including anaphylactic reaction episodes.
- Use initiative to recommend changes to the service to enable continuous improvement.

Specialist Skills and Knowledge

- Thorough knowledge of immunisation theory and practice.



- Thorough knowledge and understanding of the National Immunisation Program and required administrative requirements.
- Ability to respond in an emergency and administer appropriate treatment based on professional judgement and decision-making skills.
- Ability to be flexible and assist in the development and implementation of innovative work practices.
- Ability to maintain vaccine cold chain management and clinical safety standards.
- Ability to use relevant computer/PC applications and software.

Management Skills

- Ability to contribute to team objectives.
- Ability to manage own time as the position requires independent travel to session venues.
- An understanding of the interdependent role of each member of the immunisation team.

Interpersonal Skills

- Well-developed interpersonal and written and verbal communication skills, able to communicate effectively with a wide range of people including parents, children, school principals and staff, medical and other health related practitioners, and other Council staff.
- Demonstrated ability to relate to older children and adults particularly in situations likely to cause stress or unease.
- Evidence of a strong commitment to quality and customer service.

Experience

- Demonstrated knowledge of, and experience in immunisation.
- Open to all levels of experience in the field of immunisation.

Mandatory Requirements

- Current registrations as a Division I Nurse with AHPRA
- Qualification as an Accredited Nurse Immuniser
- Current knowledge of immunisation best-practice and CPR accreditation



Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Support Council's business continuity, emergency management and municipal recovery activities when required.

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).
- Current Victorian Drivers Licence is preferable but not mandatory.



Key Selection Criteria

- Sound knowledge of the National Immunisation Program and Victorian immunisation requirements and other relevant legislative frameworks
- Experience administering vaccines in community, school, and public health settings
- Excellent communication skills and the ability to engage with people from diverse backgrounds and across the lifespan
- Strong organisational skills and the ability to work independently and collaboratively in a team
- Confidence using electronic immunisation records and computer-based systems
- Ability to manage time, prioritise work and meet deadlines

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.