



POSITION DESCRIPTION

Position: Nurse/Midwife Advocate, Member Rights Centre (MRC)

Team: MRC

Reports to: Relevant Lead, MRC and Manager, MRC

Key relationships: Manager MRC, Leads MRC, MRC team members, other Nurse/Midwife Advocates, Public Health Organising Team, Organising Private Hospital and Aged Care Team; Professional Services Team, Membership Services Team, NSWNMA solicitors and appropriate regulatory boards, and facilities managers/DoNMs

Hours of work: Full Time/part-time in accordance with the New South Wales Nurses and Midwives' Association (NSWNMA) and Australian Nursing and Midwifery Federation New South Wales Branch (ANMF NSW) Employment Enterprise Agreement 2023

Salary range: Nurse/Midwife Advocate Level 1-6

Vision Statement

The New South Wales Nurses and Midwives' Association (NSWNMA) and the Australian Nursing and Midwifery Federation New South Wales Branch (ANMF NSW Branch) is a strong, influential union of members respected as a contemporary leader in society for its innovation and achievements.

Our Values

The NSWNMA/ANMF NSW Branch conducts itself with **integrity** and **courage**, demonstrating **creative** and **innovative approaches**. The NSWNMA/ANMF NSW Branch will be an authoritative advocate on behalf of the nursing and midwifery professions, as well as for the community in advancing a world-class, well-funded, integrated health system, based on a clear and considered vision for the future.

The NSWNMA/ANMF NSW Branch will demonstrate **ethical** and **respectful behaviour** in its interactions with other organisations and society, whilst ensuring its own workplace is **cohesive**, **fair** and **dynamic**, embracing **collectivism** with shared union beliefs.

Position Overview:

- To be recognised as an expert in how clinical and professional obligations for nurses and midwives are applied in the workplace from an industrial context to achieve the best possible outcomes for members and the professions of nursing and midwifery.

- Mentor and/or advise other MRC team members as to the clinical and professional requirements of nurses and midwives within the workplace.
- Promote and recruit membership of the NSWNMA/ANMF NSW Branch
- Advocate on behalf of individual members and speciality or discrete groups professionally and industrially in a variety of contexts
- Identify, plan and follow through potential workplace based issues affecting specific groups of members
- Participate in NSWNMA/ANMF NSW Branch strategic campaigns
- Actively support the strategic direction and goals of the NSWNMA/ANMF NSW Branch.

Key Responsibilities:

- Provide advocacy services to individual members and speciality or discrete groups of members. To represent individual members and speciality groups in in, for example, fact findings; performance review processes; and grievance procedures
- Primary responsibility for the carriage of restructures, although especially those that have been identified as having no capacity to grow or develop union power or develop member leaders
- Ensure restructures are approached ensuring the clinical and professional requirements for nurses and midwives are recognised and catered for, as well as seeking to retain/enhance nursing and midwifery leadership models and preserving appropriate professional reporting lines
- Be responsible for all liaison with Branches and members in relation to restructures to ensure that the voices of members are heard and utilise appropriate consultative forums and structures Undertake primary involvement and responsibility for grading committees constituted under the *Public Health System Nurses' and Midwives' (State) Award*
- Support and/or mentor MRC team members by providing expert advice concerning the clinical and professional obligations of nurses and midwives within the workplace, especially when such practice may be subject to investigation
- Ensure members are educated in relation to Award entitlements and Professional standards
- Undertake inspections and reviews as required e.g. time and wages inspections, WHS inspections
- Develop effective communication strategies to facilitate effective member advocate networks to assist individual members and branch officials

- Participate in the identification, planning and implementation of campaigns requiring industrial support
- Actively participate in identifying local activists and referring them to the Public Health and Private Hospital and Aged Care organisers for follow up and development
- Maintain current file notes in relation to individual, workplace and area issues being managed
- Work within the industrial and legislative framework underpinning employment conditions and professional standards
- Develop and maintain contacts and networks with employers to achieve positive outcomes for members
- Support and assist in the development and maintenance of participative consultative structures and procedures
- Provide a quality service at all times to individual member and workplaces
- Prepare reports, briefing notes and correspondence in relation to member and workplace issues
- Prepare and provide in a timely manner Council and CoD reports as required
- Represent the NSWNMA/ANMF NSW Branch on internal working groups and external committees as requested
- Establish and maintain effective relationships with other teams within the NSWNMA/ANMF NSW Branch
- Monitor and maintain compliance of award entitlements for members within the geographical and or specialty areas. Work in accordance with NSWNMA/ANMF NSW Branch Policy and Procedures.

Selection Criteria:

Essential

- Recognised Nursing and/or midwifery qualification
- Experience in the field of nursing and/or midwifery
- Demonstrated commitment to the nursing and midwifery professions
- Demonstrated commitment to the union movement
- Experience at a clinical or management of nursing and/or midwifery practice
- Demonstrated ability to manage a range of complex issues simultaneously

- Ability to approach issues within workplaces that is cognisant of the particular award, agreement or legislative framework in place and the mechanisms to be utilised to ensure proper representation and/or consultation occurs
- Demonstrated ability to apply award/agreement terms and conditions (including classification structures and definitions) to benefit the professions of nursing and midwifery
- Demonstrated level of highly developed written and verbal skills (English language)
- Two years financial membership of the NSWNMA (current)
- PC and administrative skills
- Full NSW Drivers Licence Class 1A

Desirable

- Experience of working in the clinical setting
- Demonstrated ability to think analytically
- Ability to work in a complex team environment.

I have read and understand the requirements of this position. I agree to undertake the responsibilities as set out in the position description.

Employee's signature:

Date:
