



POSITION DESCRIPTION

Position	Lead Public Health Organising Team (PHO)
Key relationships	Manager Public Health Organising Team, Personal Assistant to Manager Public Health Organising Team, Leads, Organisers, Public Health Organising team members, Leads of other teams.
ANZSCO code	N/A
Salary range	Manager Level 1
Work Type	Full 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 Branch) Employment Enterprise Agreement
Location	50 O'Dea Ave, Waterloo NSW 2017
Reports to	Manager Public Health Organising Team
Team	Public Health Organising
Date created	20/05/2024
Last updated	-

About the Association

The New South Wales Nurses and Midwives' Association (NSWNMA) is the registered union for all nurses and midwives in NSW. The Association represents the industrial interests of nurses and midwives employed in NSW in the public, private, aged care and primary health sectors. Our role is to protect the interests of nurses, midwives and the nursing and midwifery professions.

At the Association, we are strongly committed to fostering a respectful and safe workplace culture that thrives on our values of collectivism, advocacy, innovation, integrity and courage.

About the team

The Public Health Organising team is a multidisciplinary team that develops workplace leaders in the public health industry to organise their workplaces, achieving collective improvements in their working lives. This team operates within the NSW state jurisdiction. There are multiple sub-teams, each overseen by a Lead with a mix of Organisers, Industrial Officers, Recruitment Liaison Officer, Organising/Campaigning Research and Administration Officer and Administration staff.

About the role

Key expectations of the Lead role

The role of a Lead is to develop, manage and lead a team to deliver the strategic goals of the Association.

This role will draw on your:

- demonstrated experience as a strong people manager who will bring out the best of your team.
- best practice project and change management to deliver continuous improvements.
- ability to role-model the Association's values and work ethics.
- Strategic planning capability to develop a plan that advances the interests of members and
- Collaboration capacity across internal NSWNMA teams to execute a strategy.



The **primary purpose** of the Lead Public Health Organising Team (PHO) role is to lead a team of organisers in the delivery of successful collective organising campaigns that deliver value for our members and achieve organisational outcomes in line with the NSWNMA strategic plan and vision. This includes directing a team that delivers targeted campaigns across NSW, utilising agile organising frameworks, strong industrial knowledge and project management expertise. This role requires regular travel to various sites in NSW, to connect with, understand and promote the interests of our membership.

Key accountabilities:

1. Exercise transformational leadership by building trust, respect and team morale, to support a team in the development of new capabilities, the achievement of higher performance levels and the implementation of meaningful change.
2. Lead a team in the development and delivery of a portfolio of campaigns, leveraging resources to maximise efficiencies to ensure the realisation of operational and strategic goals.
3. Coach, motivate, and support the growth of individual team members, by setting clear expectations, providing actionable feedback, conducting regular check-ins and performance reviews, and ensuring training needs are identified and addressed.
4. Oversee campaign development, implementation and closure, to ensure campaign outcomes are achieved on time, on budget, to quality standards and in line with best practice.
5. Develop and implement strategies and tools for the continuous monitoring of campaigns, including risk management and benefits realisation, to identify and address issues and assess overall effectiveness.
6. Develop and manage member and branch relationships through the provision of expert advice, effective communication, negotiation, and issues management to ensure stakeholders are engaged throughout campaigns and campaign deliverables are achieved.
7. Demonstrate strong leadership and advanced relationship management approaches, in all dealings with organisers, team members and other internal and external associates.
8. Ensure team member compliance with organisational policies and procedures.

Key considerations:

- Ability to develop and manage a high performing team, to ensure the realisation of operational and strategic goals.
- Ability to manage multiple stakeholders, meet competing priorities and provide consistently high levels of support and campaign delivery, given heavy workloads and short deadlines.
- Ability to handle a range of sensitive matters with discretion and maintain confidentiality when required.

Qualification and experience requirements:

- **Essential:** (1) Current registration with the Nursing and Midwifery Board of Australia or alternatively a strong understanding of the challenges facing the nursing and midwifery professions and an aged care nursing qualification. (2) NSW Driver's license. (3) Qualification in a management-related field, as a Lead Organiser, or equivalent work experience.
- **Desirable:** (1) Experience in a Lead Organiser Role. (2) Industrial Relations qualification or extensive experience within the Industrial field.

Role dimensions:

- **Decision making:** This role has autonomy to make decisions on campaign planning, management and deployment and to determine the day-to-day team priorities. The role operates within a fast-paced environment and is required to exercise significant professional judgement across organizing activities.
- **Reporting line:** Manager, Public Health Organising (PHO) team,
- **Regular travel,** including multiple day trips with overnight stays, and accommodation provided across various sites across NSW, to connect with, understand, and promote the interests of our membership.



NEW SOUTH WALES NURSES AND MIDWIVES' ASSOCIATION
AUSTRALIAN NURSING AND MIDWIFERY FEDERATION NEW SOUTH WALES BRANCH



- **Direct reports:** Yes
- **Budget and expenditure:** nil

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:
