



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



POSITION DESCRIPTION

Position: Organiser

Team: Public Health Organising Team (PHO)

Reports to: Lead Public Health Organising Team

Key relationships: Manager Public Health Organising Team, Public Health Organising team members, MRC team, Professional team, Organising Private Hospital and Aged Care team, Branch Officials and Delegates

Hours of work: 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) Employment Enterprise Agreement

Salary range: Organiser Level 1, Increment 1 – 4

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 grow the union and build power by developing sustainable distributed leadership groups, utilising the BASK organising framework.

Key Responsibilities:

Organising to achieve the NSWNMA Strategic Plan Objectives

- To increase membership density in allocated areas
- To identify and develop Member Leaders in allocated areas using the BASK framework
- To form and develop workplace branches and distributed leadership groups according to the NSWNMA public health system strategic priorities
- To map workplaces, develop and implement formal organising plans using the agreed template
- To mobilise members to achieve collective outcomes.

Administrative/Organisational

- Models positive and appropriate behaviour in line with the unions values
- Participates in campaigns as directed
- Improves own professional knowledge and skills
- Escalates matters of importance to Lead.
- Utilises existing offline and online materials to support organising and contribute to the development of new organising resources
- Ensure attendance at NSWNMA / ANMF NSW Branch staff, team and other required meetings
- Provide support and advice to colleagues to promote systematic organising. Prepares reports, briefing notes and correspondence as required, consistent with NSWNMA / ANMF NSW Branch standards;
- Maintains current file notes and CORE records in relation to organising, Member Leader development, issues management and employer contacts
- Prepares Council and CoD reports (including any supporting material) as directed and within the required timeframe
- Priority is given to the preparation of briefing notes upon allocation.

Selection Criteria:

ESSENTIAL

1. Demonstrated commitment to the union movement
2. Recognised qualifications in the field of nursing or midwifery
3. Two years financial NSWNMA / ANMF NSW Branch membership
4. Commitment to acquiring and developing the skills of organising

5. Demonstrated capacity to be an open learner
6. Commitment to contribute and work within a team
7. Demonstrated commitment to the nursing and midwifery professions
8. Demonstrated time management skills
9. Proficient use of the English Language both written and oral
10. Demonstrated capacity to listen and use active listening techniques
11. Demonstrated ability to use a computer and smartphone or similar device
12. Previous experience with Microsoft Office
13. A demonstrated ability to write formal letters, reports and other forms of documentation
14. Full and current NSW driver's license

DESIRABLE

1. Experience in working in a range of workplaces
2. Experience of working for a union
3. Experience in community organising or active participation in local groups/networks
4. Demonstrated ability to problem solve
5. Ability to speak, read and write in a second language.

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:
