



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



POSITION DESCRIPTION

Position: Lead, Information/Northern/Western/Southern

Team: Member Rights Centre (MRC)

Reports to: Manager MRC

Key relationships: MRC team members

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 2023

Salary range: Manager Level 1

Vision Statement

The New South Wales Nurses and Midwives' Association (NSWNMA) is a strong, influential union of members respected as a contemporary leader in society for its innovation and achievements.

Our Values

The NSWNMA conducts itself with **integrity** and **courage**, demonstrating **creative** and **innovative approaches**. The NSWNMA 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 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:

- Contribute and oversee the delivery of high quality advice and representation of members with the recognition that MRC has a high level of responsibility for retention of members
- To provide supervision and support to members of a nominated Team within MRC
- To oversee and support the delivery of high quality representation of individual or groups of members within the workplace, along with other relevant forums and tribunals
- To represent the interests of the NSWNMA
- To provide a positive role model to Team and Association members.

Key Responsibilities:

- Provide guidance and support to Team members in relation to specific issues and questions raised regarding member issues in a collegial and constructive way
- Allocate workloads via TC or relevant referrals to Team members using accepted procedures and methodologies
- Monitoring individual workloads and performance
- Oversee the annual leave, sick leave, long service leave & RDO applications of Team members and making initial decisions regarding approval (noting the Manager MRC retains final approval)
- Managing such leave requests to ensure adequate staffing and continuity of services is maintained by the Team
- Have a personal case load, whilst ensuring it is manageable and appropriate. This case load may arise from assisting with leave relief to ensure continuity of issue management during absences of Team members
- Undertake performance appraisals with all Team members in a timely fashion (noting the Manager MRC retains final approval);
- Liaise with the Manager MRC when issues or difficulties are encountered, with member complaints, or matters that may require a policy or procedural response
- Act as a central contact point for the Team in relation to those seeking assistance (whether external or internal)
- Establish effective working arrangements with other Teams within MRC and across the Association
- Contribute towards the development and implementation of the Association's Strategic Vision, which may include contributing to the development and implementation of relevant campaigns to empower member leaders and Branch officials
- To ensure appropriate skill development of Team members
- Promote and represent the Association by role modelling acceptable behaviour at all times
- Identify personal needs for professional development and make recommendations to the Manager MRC
- Complete other tasks and projects as may be required by the Manager MRC
- Assist in the preparation of the following reports and any other report as required by Elected Officers.
 - Monthly Council report
 - Bi-monthly Committee of Delegates report

- Annual Conference report.

Selection Criteria:

Essential

- A degree in a management related field, or equivalent work experience, or a combination of study and work experience
- Extensive experience in an industrial, advocacy, organising or related role
- Capacity and/or experience to lead, manage, motivate, develop and organise staff to achieve Team, MRC and Association goals
- Demonstrated ability to work autonomously and as part of a multidisciplinary team and/or in a complex team environment
- Commitment to ensuring the equitable distribution of workloads across all team members, with an ability to harness differing skill sets to the best advantage of members being assisted by the Association
- Willingness to participate in change management and implementing relevant aspects of the Association's Strategic Vision
- Demonstrated commitment to the delivery of high quality representation of individual or groups of members within the workplace
- Proven ability to liaise effectively and work collaboratively, including consultation and negotiation with a wide range of stakeholders, to facilitate and achieve desired outcomes and to establish and maintain strong, productive working relationships
- Strong oral and written communication skills, including capacity to produce reports and documents to a superior standard
- Registered Nurse/Midwife or alternatively a strong understanding of the challenges facing the nursing and midwifery professions in the workplace
- Demonstrated commitment to the Union movement
- Current NSW Drivers Licence

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:
