



POSITION DESCRIPTION

Position	Statewide New Graduate Coordinator
Key relationships	Manager Public Health Organising Team (PHO), Leads PHO, Director Strategy and Transformation, Recruitment and Liaison Officer, and Organising/Campaigning Research Administration Officer, Member Development Officer's, Professional Team
Position No	
ANZSCO code	TBA
Approval date:	5/12/2024
Salary range	Organiser Lvl 2
Work Type	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 Branch) Employment Enterprise Agreement
Location	50 O'Dea Ave, Waterloo NSW 2017
Reports to	Manager PHO
Team	PHO

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 and advance the interests of nurses, midwives and the nursing and midwifery professions.

We are highly committed to ethical and respectful behaviour which extends to interactions with external organisations, society at large and within the Association. Internally, our code of conduct fosters a cohesive, fair, and dynamic workplace that actively embraces our shared union beliefs.

About the team

The Public Health Organising team is a multidisciplinary team that develops workplace leaders to organise their workplaces achieving collective improvements in their working lives. This team operates within the NSW state jurisdiction. There are 5 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

The primary purpose of the role is to coordinate strategic priorities for members particularly new graduates in the health sector in line with the NSWNMA strategic plan and vision. This includes

development, coordination and implementation of recruitment, education, communications, and organising strategies directly relevant to this membership.

Success in this role will be achieved through teamwork and collaboration across the union, as well as self-motivation to deliver outcomes in a growth area of NSWNMA membership. The Association has a high tolerance for innovation and this role recognises the importance of fostering an environment to develop recruitment and organising for newly graduated nurses and midwives to engage in/with the union. You will work in collaboration with workplace organisers to coordinate the recruitment through the orientation processes. Cross team collaboration with officers to engage in stakeholders to successfully coordinate the public sector new graduates' program. You will relish a challenge and be unafraid to fail, with strong project management skills and experience and/or relevant understanding of contemporary ways of organising. You have demonstrated experience in delivering successful campaigns or transformation projects.

Key accountabilities

1. Map, scope and analyse trending data relating to new graduates in the health sector to determine and implement growth strategies directly relevant to this membership.
2. Develop, trial, and evaluate methods for engaging, recruiting, networking, and retaining members statewide.
3. Develop membership structures in accordance with the strategic plan objectives.
4. Engage this sector of membership in the democratic processes of the NSWNMA/ANMF
5. Develop, deliver and support NSWNMA/ANMF initiatives related to this segment of membership.
6. Maintaining records and databases, developing reports, and managing processes across a range of systems to facilitate data driven decision making whilst also ensuring compliance in data and information governance.
7. Project manage and coordinate the recruitment and orientation of new graduates by collaborating with other team members.
8. Engage and collaborate with stakeholders to deliver innovative initiatives.

Key considerations:

- This is a new role and will require the successful applicant to develop the scope and priorities of this sector in consultation with the direct manager, PHO Manager, and Elected Officers.
- This is a highly autonomous role that will evolve and grow as this sector of NSWNMA/ANMF membership grows. Mapping and evaluation of the membership and their needs will guide the growth of the role of the statewide new graduate coordinator.
- This role will require travel within NSW in line with the strategic priorities of this sector.
- Ability to lead change in line with the needs and requirements of the Association and team.

Qualification and experience requirements:

Essential: (1) Current registration with the Nursing and Midwifery Board of Australia. (2) NSW Driver's license. (3) Experience and/or relevant understanding of contemporary ways of organising. (4) Demonstrated experience in delivering successful campaigns or transformation projects.

Desirable: (1) Experience working for a union. (2) Experience in community organising or active participation in local groups/networks.

Role dimensions:

- **Decision making:** This role has autonomy to determine day-to-day work, time management and priority of tasks within the broader strategic objectives of this sector. Key timelines are aligned with

the public sector orientation schedule. Collaboration across the organisation will be initiated, facilitated, and developed from within this role for work relating to new graduates and the Association's strategic plan.

- **Reporting line:** Reports to PHO Lead and/or PHO Manager.
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.
- **Direct reports:** nil
- **Budget and expenditure:** nil

