



New South Wales Nurses and Midwives' Association

POSITION DESCRIPTION

Position: Communications & Administrative Assistant

Team: SIBT

Reports to: Manager, SIBT

Key relationships: SIBT team, Communications, IT, General Service teams

Hours of work: Part Time in accordance with the New South Wales Nurses and Midwives' Association (NSWNMA) Employment Enterprise Agreement

Salary range: Admin Band 3

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 shared union beliefs.

Position Overview:

This position supports SIBT to conduct successful campaigns by creating engaging communications and delivering administrative support to team members.

Key Responsibilities:

Communications support to maximise reach and engagement of workplace visits and campaign events, including for example:

- Using research, facts, visuals and information to create engaging communication products for mediums including email, Facebook, flyers
- Formatting, creating and editing newsletters from provided content

- Sourcing digital images and creating memes appropriate to audience and written content
- Posting on social media in accordance with developed communications plans
- Marketing administration

Administrative support for events and day to day campaigning, including for example:

- Venue, catering and travel bookings
- Collating information kits for events and workplace visits
- Monitoring and tracking success of campaign communications and providing timely reports to team members
- Data entry and reports on membership survey results using Survey Monkey
- General administrative support
- Association-wide event support when required eg. Annual Conference, whole of organisation campaigns

Selection Criteria:

The incumbent will most likely hold or be working towards a qualification in marketing administration with a communications focus, or similar.

The following skills are required:

- Desktop publishing skills: experience with the Microsoft Office suite, including advanced-level Word, intermediate Excel, Powerpoint. Knowledge of Adobe products also useful.
- Ability to source digital images appropriate to provided content
- Experience with social media platforms including Facebook
- Good eye for detail for proof-reading and grammar correction
- Good communication and time management skills
- Able to solve problems in challenging situations
- Trade union knowledge
- Knowledge of a community language (not essential)
- Demonstrated capacity to be an open learner
- Commitment to contribute and work within a team

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:
