



New South Wales Nurses and Midwives' Association

POSITION DESCRIPTION

Position: Administrative Assistant

Team: Member Organising (MO)

Reports to: Manager, MO

Key relationships: Manager MO, PA, MO Leads, MO team members and General Services team

Hours of work: Part Time (21 hours per week) in accordance with the New South Wales Nurses and Midwives' Association (NSWNMA) Employment Enterprise Agreement

Salary range: Administration Band 3, Level 1 – 5

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:

- Administration Support to Member Organising.

Key Responsibilities:

- Administration support to MO Leads, organisers, Assistant Organisers and Educators.
- Preparation and distribution of daily and weekly MO disposition sheet
- Letters, flyers, notices
- Flight and accommodation bookings
- Branch meeting dates and organising of business trips, preparation of itineraries

- Faxing, photocopying, mailing, voice-mail maintenance, distribution of documents and general office duties
- Filing
- Meeting room & catering bookings (external)
- Database management and statistic calculation
- Packing trolleys and preparing boxes for site visits/membership information kits for campaign and routine visits
- Helping organisers with PC/printer etc problems (troubleshooting)
- Provide support and assistance to organisers, member support officers, membership development officers in preparation of meetings, training programs and campaigns
- Branch Officials & Activists Training administration and coordination with officers involved
- Helping with Annual Conference when required
- Research on internet when required.

Selection Criteria:

- Advanced word, excel and publisher skills
- Good communication skills
- Time/priority management skills
- Solve problems in challenging situations
- Trade union knowledge

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:
