



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



POSITION DESCRIPTION

Position: Legal Officer

Team: Professional Services

Reports to: Manager Professional Services

Key relationships: Professional Team Members, Elected Officers, Association Members and External Contacts

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

Salary range: Industrial Officer, Level 1 - 5

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 shared union beliefs.

Position Overview:

- To represent the legal and professional interests of nurses through negotiation and advocacy
- To review pertinent legislation such as Nurses and Midwives Act, the Health Care Complaints Act and other applicable legislation as necessary
- To represent the professional and legal interests of members of the NSWNMA at all forums attended in accordance with NSWNMA policies
- To lobby appropriate agencies and stakeholders to promote the best interests of our members
- To positively represent the values and principles of trade unionism.

Key Responsibilities:

- To recruit members to the NSWNMA
- To appear in the role of advocate on behalf of the NSWNMA and its members before relevant Commissions and Tribunals
- To provide legal advice to the members of the NSWNMA in relation to employment and professional conduct
- To assist Officers of the NSWNMA with legal advice on behalf of members, including disciplinary issues and professional conduct
- To provide representation to members and/or brief counsel in matters before:
 - Coroners' Court
 - Nurses and Midwives Tribunal
 - Industrial Relations Commission
 - Administrative Decisions Tribunal and other jurisdictions
 - Professional Standards Committees
 - Nurses and Midwives Board
 - Counselling Committees
 - Competence to Practice Committees
 - Impaired Nurses Panels
- To conduct legal and professional seminars as required
- To instruct legal counsel on behalf of the members from time to time
- To provide legal advice as required to the Elected Officers
- To actively participate as a member of the Professional Services Team
- To provide a quality legal service to our members
- To improve own professional skill and knowledge relevant to the position.

Selection Criteria:

- Legal qualification and experience practising in law
- Experience in advocacy and case management
- A capacity to critically analyse and master a large volume of complex material
- Demonstrated experience in the preparation of detailed submissions and report writing
- A self motivated person who is able to work independently as well as in a team and is able to meet deadlines and manage several issues simultaneously
- Demonstrated public speaking experience and presentation skills
- Excellent communication skills both written and verbal, including public speaking experience
- A clear understanding and commitment to trade union principles
- Knowledge of contemporary legal, nursing and health industry standards
- Well developed information technology skills with proven competence in the application of Microsoft Office suite.
- Nursing or health industry professional qualification and experience desirable.

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:
