



POSITION DESCRIPTION

Position: Professional 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) and Australian Nursing and Midwifery Federation New South Wales Branch (ANMF NSW Branch) Employment Enterprise Agreement

Salary range: Professional Officer, Level 1- 6

Vision Statement

The NSWNMA/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 identify current emerging professional issues that may impact on the professions of nursing and midwifery
- Investigate, undertake research and analysis to determine the best outcome or position for our members
- To represent the professional interests of members of the NSWNMA/ANMF NSW Branch at all forums attended
- To lobby relevant agencies and stakeholders as required
- To positively represent the values and principles of trade unionism.

Key Responsibilities:

- To recruit members to the Association
- To respond to and meet the information needs of our members
- To identify potential professional issues of interest or concern to the members and the Association and respond accordingly
- To develop and review all Association policies, position statements and guidelines in a timely fashion
- Provide education for members that addresses current nursing and midwifery practices
- Networking and building relationships with external stakeholders
- To provide information and professional advice to both internal and external stakeholders
- To actively represent the Association in a wide range of forums
- To actively participate as a member of the Professional Services Team
- To provide a quality professional service to our members
- To improve own professional skills and knowledge relevant to the position
- To consult with members when appropriate.

Selection Criteria:

- Recognised qualifications in the field of nursing and/or midwifery
- Demonstrated analytical and research skills and experience in the preparation of submissions and report writing
- Demonstrated experience in project management, policy development and broad research skills
- The ability to work independently as well as in a team
- The ability to meet deadlines and manage several issues simultaneously
- Excellent written and verbal communication skills both written and verbal
- Experience in and tertiary qualifications in a relevant field
- Experience in teaching/education of nurses and midwives would be an advantage
- A clear understanding and commitment to trade union principles
- At least two years financial membership of the NSWNMA or related union
- Knowledge of contemporary nursing, midwifery and health industry standards
- Public speaking experience and presentation skills
- Well developed information technology skills with proven competence in the application of the Microsoft Office suite.

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:
