



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



## POSITION DESCRIPTION

**Position:** Organiser

**Team:** Membership Organising (MO)

**Reports to:** Manager, MO

**Key relationships:** Manager MO, MO team members, MIST team, Professional team, SIBT team, Branch Officials and Delegates

**Hours of work:** Full Time in accordance with the New South Wales Nurses and Midwives' Association and Australian Nursing and Midwifery Federation New South Wales Branch Employment Enterprise Agreement

**Salary range:** Organiser Level 1, Increment 1 – 4

### 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 build union power through systematic organising

### Key Responsibilities:

#### Organising

- To increase membership density across work allocation
- To identify and develop activists
- To form and develop new workplace branches, retaining and developing existing branches

- To map workplaces, develop and implement formal organising plans using the agreed template
- To mobilise members to achieve outcomes.

### **Administrative/Organisational**

- Models positive and appropriate behaviour in line with unions values
- Participates in campaigns as directed
- Improves own professional knowledge and skills
- Escalates matters of importance through Lead Organiser to Team Manager.
- Utilises existing written materials to support organising and contribute to the development of new organising resources
- Ensure attendance at NSWNMA / ANMF NSW Branch staff, team and pod meetings
- Provide support and advice to colleagues to promote systematic growth organising. Prepares reports, briefing notes and correspondence as required, consistent with NSWNMA / ANMF NSW Branch standards;
- Maintains current file notes and update Thin Client in relation to organising, issues management and employer contacts
- Prepares Council and CoD reports (including any supporting material) as directed and within the required timeframe
- Priority is given to the preparation of briefing notes upon allocation.

### **Selection Criteria:**

#### **ESSENTIAL**

- Demonstrated commitment to the union movement
- Recognised qualifications in the field of nursing or midwifery
- Two years financial NSWNMA / ANMF NSW Branch membership
- Commitment to acquiring and developing the skills of organising
- Demonstrated capacity to be an open learner
- Commitment to contribute and work within a team
- Demonstrated commitment to the nursing and midwifery professions
- Demonstrated time management skills
- Proficient use of the English Language both written and oral
- Demonstrated capacity to listen and use active listening techniques
- Demonstrated ability to use a computer and smartphone or similar device
- Previous experience with Microsoft Office
- A demonstrated ability to write formal letters, reports and other forms of documentation
- Full and current NSW driver's license.

#### **DESIRABLE**

- Experience in working in a range of workplaces
- Experience of working for a union
- Experience in community organising or active participation in local groups/networks
- Demonstrated ability to problem solve
- Ability to speak, read and write in a second language.

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:

---