



## POSITION DESCRIPTION

**Position:** Legal Officer

**Team:** Professional Services Team

**Reports to:** Manager, Professional Services Team

**Key relationships:** Elected Officers, Manager Professional Services Team, Professional Services Team Members, 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) Employment Enterprise Agreement

**Salary range:** Legal Officer, Level 1 - 5

### Vision Statement

The New South Wales Nurses and Midwives' Association (NSWNMA) / 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 / 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 **collectivism** with shared union beliefs.

### Position Overview:

- To represent the legal and professional interests of nurses and midwives through negotiation and advocacy.
- To review pertinent legislation such as *Health Practitioner Regulation National Law (NSW) No 86a*, the *Coroners Act 2009*, the *Health Care Complaints Act 1993* and other relevant 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 Association.
- To appear in the role of advocate on behalf of members of the NSWNMA before the Coroner's Court, the Nursing and Midwifery Council ("NMC") and the NSW Civil and Administrative Tribunal ("NCAT").
- To provide legal advice to the members of the NSWNMA in relation to professional conduct, coronial proceedings and matters related to their registration.
- To provide Officers of the NSWNMA with legal advice in relation to members' matters, including disciplinary issues and professional conduct.
- To provide representation to members and/or brief counsel in matters before:
  1. Coroner's Court
  2. NCAT
  3. Professional Standards Committees
- 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:**

#### **Essential**

- Legal qualification, experience practising law and a current practising certificate or ability to obtain a practising certificate;
- 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 operation of Microsoft Office software.
- Commitment to the trade union movement

### **Desirable**

- 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:

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Date:

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