



## POSITION DESCRIPTION

<b>Position</b>	<b>Primary Care Sector Coordinator</b>
<b>Key relationships</b>	Manager Organising Private Hospitals and Aged Care (OPAC), Leads OPAC, Director Strategy and Transformation
<b>Position No</b>	-
<b>ANZSCO code</b>	-
<b>Approval date:</b>	2 April 2024
<b>Salary range</b>	Organiser Level 2
<b>Work Type</b>	Full time / part 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
<b>Location</b>	50 O'Dea Ave, Waterloo NSW 2017
<b>Reports to</b>	Manager OPAC
<b>Team</b>	OPAC

### About the Association

The New South Wales Nurses and Midwives' Association (NSWNMA) and the Australian Nursing and Midwifery Federation New South Wales Branch (ANMF NSW Branch) is the registered union for all nurses, midwives and carers in NSW. The Association represents the industrial and professional interests of nurses, midwives and carers employed in NSW in the public, private, aged care and primary health sectors. Our role is to protect and advance the interests of nurses, midwives and carers, and the nursing and midwifery professions.

We are highly committed to ethical and respectful behaviour which extends to interactions with external organisations, society at large and within the Association. Internally, our code of conduct fosters a cohesive, fair, and dynamic workplace that actively embraces our shared union beliefs.

### About the team

The Organising Private Hospitals and Aged Care team is a multidisciplinary team that develops workplace leaders to organise their workplaces achieving collective improvements in their working lives. This team operates within the federal industrial relations jurisdiction. The team consists of 32 employees across 3 sub-teams, each

overseen by a Campaign Lead with a range of Organisers, Bargaining and Campaign Officers, Industrial Officers and Administration staff.

#### About the role

The primary purpose of the role is to coordinate strategic priorities for members in the primary health care sector in line with the NSWNMA/ANMF strategic plan and vision, to advance the specific interest of our members in this segment of NSWNMA/ANMF membership. This includes development, coordination and implementation of industrial, communications, and non-traditional organising strategies directly relevant to this membership.

Success in this role will be achieved through teamwork and collaboration across the union, as well as self-motivation to deliver outcomes in a growth area of NSWNMA/ANMF membership. NSWNMA/ANMF has a high tolerance for innovation and this role recognises the importance of primary health, and the many varied and disparate public and private primary health services that contribute to this sector. You will relish a challenge and be unafraid to fail, with strong project management skills and experience and/or relevant understanding of contemporary ways of organising and industrial strategies in greenfields or low density areas of coverage. You are a seasoned change agent who has delivered successful campaigns or transformation projects.

#### Key accountabilities

1. Map, scope and analyse primary health sector to determine and implement growth strategies directly relevant to this membership.
2. Develop, trial and evaluate methods for engaging, recruiting and retaining members in small, diverse and dispersed workplaces without field organising resources
3. Develop membership structures in accordance with the strategic plan objectives.
4. Engage this sector of membership in the democratic processes of the NSWNMA/ANMF.
5. Support NSWNMA/ANMF initiatives related to this segment of membership
6. Updating and maintaining records and databases, developing reports and managing processes across a range of systems to facilitate data driven decision making whilst also ensuring compliance in data and information governance.

#### Key considerations:

- This is a new role and will require the successful applicant to develop the scope and priorities of this sector in consultation with the direct manager and Elected Officers.
- This is a highly autonomous role that will evolve and grow as this sector of NSWNMA/ANMF membership grows. Mapping and evaluation of the membership and their needs will guide the development of primary health sector specific priorities.
- This role will require travel within NSW in line with the strategic priorities of this sector.

- Ability to lead change in needs and requirements in NSWNMA/ANMF and team.

**Role dimensions:**

- **Decision making:** This role has autonomy to determine day to day work, time management and priority of tasks within the broader strategic objectives of this sector. Collaboration across the organization will be initiated, facilitated and developed from within this role for work relating to primary health.
- **Reporting line:** reports to OPAC manager
- **Direct reports:** nil
- **Budget and expenditure:** nil