



New South Wales Nurses and Midwives' Association

POSITION DESCRIPTION

Position: Administrative Assistant

Team: Public Health Organising team (PHO)

Reports to: Manager PHO

Key relationships: Manager PHO, PHO team members,

Hours of work: 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) Employment Enterprise Agreement

Salary range: Admin Band 3, Level 1 – 5

Vision Statement

The New South Wales Nurses and Midwives' Association (NSWNMA) is a strong, influential union of members respected as a contemporary leader in society for its innovation and achievements.

Our Values

The NSWNMA 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 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:

Administration Support to the Public Health Organising team.

Key Responsibilities:

- Administration support to PHO Organisers, member support officers and membership development officers
- Preparation and distribution of daily and weekly PHO disposition sheet
- Letters, flyers, notices
- Flight and accommodation bookings
- Branch meeting dates and organising of business trips, preparation of itineraries
- Faxing, photocopying, mailing, voice-mail maintenance, distribution of documents and general office duties
- Filing

- Meeting room & catering bookings (external)
- Database management and statistic calculation
- Packing trolleys and preparing boxes for site visits/membership information kits for campaign and routine visits
- Helping Organisers with PC/printer etc. problems (troubleshooting)
- Provide support and assistance to Organisers, member support officers, membership development officers in preparation of meetings, training programs and campaigns
- Branch Officials & Activists Training administration and coordination with officers involved
- Helping with Annual Conference when required
- Research on internet when required.

Selection Criteria:

- Advanced word, excel and publisher skills
- Good communication skills
- Time/priority management skills
- Solve problems in challenging situations
- Trade union knowledge
- Commitment to the trade union movement

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:
