



# Australian Nursing and Midwifery Federation (Tasmania Branch)

## JOB DESCRIPTION

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|---------------|----------------------------------------|
| <b>TITLE:</b> | <b>ANMF Organiser</b>                  |
| <b>AWARD:</b> | Nurses (Tasmanian Public Sector) Award |
| <b>GRADE:</b> | Negotiable                             |

### 1. Position Summary:

The ANMF Organiser will be responsible for providing industrial and professional support as well as advocacy on behalf of ANMF members in their place of work.

Working closely with members and developing relationships with ANMF Workplace Representatives within a specific geographical area, the Organiser will be accountable for:

1. Engaging ANMF members at their workplace to identify issues that can be addressed through member and ANMF collaboration.
2. Ensuring effective communication systems are in place to guarantee members are aware and engaged with ANMF activities in their workplace.
3. Develop and ensure the effectiveness and capacity of ANMF Workplace Representative networks at all worksites within a specific geographical area.
4. Coordinating and implementing recruitment activities in conjunction with the ANMF Marketing department to ensure sustained growth of the ANMF membership.
5. Assisting with the preparation and presentation of cases before administrative, professional, and industrial tribunals as requested.
6. Providing advice and developing policy that is consistent with ANMF member views and contributes to ANMF's strategic goals.
7. Developing, coordinating and monitoring the strategic direction of the allocated portfolio.
8. Individual member representations as an extension of the ANMF Member Services team.
9. Co-ordinating and evaluating strategic industrial campaigns on behalf of members within the assigned geographical area.

## 2. Key Selection Criteria:

- Knowledge and ability to apply relevant industrial, professional and clinical legislation and guidelines relating to nursing practice
- Awareness of contemporary nursing/midwifery issues and a commitment to promote these to the wider community
- A current nursing/midwifery qualification
- Demonstrated skills/commitment to:
  - Recruitment and retention of members
  - Advocacy and negotiation
  - Critical thinking and problem solving
  - Communication (both verbal and written)
  - Time management and self-directed organisation of work
- Demonstrated ability to work both autonomously and within a team environment
- Ability to research and analyse reports (e.g. human resources and financial) relevant to nursing issues
- Demonstrated commitment to the principles of trade unionism
- Intermediate computer skills
- Current drivers' license
- Commitment to the ANMF vision and values

## 3. Reporting relationship:

The Organiser is responsible to the Organising Manager – North/South (as applicable).

## 4. Responsibilities

### a. *Recruitment and retention Activities*

The Organiser is responsible for recruitment and retention activities in the workplaces of ANMF members. They will develop, implement, and evaluate recruitment and retention plans for each worksite for which they are responsible.

### b. *Workplace member support*

The Organiser is responsible for supporting ANMF members and resolving issues in their place of work. This may be achieved through resolving issues at a local level, through discussions with management or through formal channels such as industrial commissions. As part of this Workplace member support, the Organiser will:

- Provide support, advice and advocacy to members with workplace issues, such as workloads.
- Assist and represent members in dealing with Workplace Health and Safety concerns.
- Build positive relationships with stakeholders
- Research relevant documents and reports that may be applicable to worksite issues and provide recommendations and briefings.
- Be a representative on worksite industrial and professional committees as appropriate

- Represent members at meetings with management
- Negotiate enterprise agreements in conjunction with ANMF industrial services
- Undertake special projects as required
- Implement and participate in special interest groups as relevant to particular portfolios
- Create and run campaigns in conjunction with the ANMF Marketing team on specific issues to ensure effective member participation

*c. ANMF Workplace Representatives engagement and support*

The Organiser is responsible growing and maintaining the capacity of ANMF Workplace Representatives in their place of work. This includes:

- The recruitment and development of Workplace Representatives
- The establishment and development of worksite culture that promotes the role of Workplace Representatives and member activism
- The establishment and maintenance of other member networks around special interest issues or groups relevant to ANMF

*d. Communication and Internal Structure*

The Organiser will participate in and contribute to:

- Working with the Organiser Support Officer to ensure that targets are met and recorded appropriately
- Participate in the development of formal reports to Branch Council by provision of draft report information to the Branch Secretary
- The development and implementation of targets and plans for the Branch in relation to industrial, professional and strategic objectives
- The development of concepts and content for ANMF publications and communications including social media
- Attend Staff meetings and planning forums

## **5. Representative**

Represents the ANMF, to other organisations and stake holders as required.

## **6. Management**

The Organiser will manage and prioritise their own work subject to organisational goals, directions, and priorities. The Organiser will consult with the Organising Manager – North/South (as appropriate) and/or Senior Industrial Officer on more complex matters as required.

The Organiser will participate in performance review processes, annual professional development and staff development programs.

Performance review will take place:

- Following a period of 3 months employment
- Following a period of 6 months employment (after which permanent employment can be offered)
- Annual periods thereafter

The Organiser is expected to participate in orientation programs for new staff and act as a mentor for new or existing staff as and when required.