



# INFORMATION PACKAGE



## ***First Nations Strategy, Policy and Research Officer (Identified)***

***Location: Flexible across any QNMU Office in Qld***

Applications for the position should be sent to  
Rebecca Stoodley, Employee Relations Advisor ([er@qnmU.org.au](mailto:er@qnmU.org.au)) by  
**5pm, Friday 31st July 2020**



## First Nations Strategy, Policy and Research Officer (Identified)

- **Newly created permanent full-time position**
- **Proud not-for-profit, values-based union - location flexible across any QNMU office in Qld**
- **Competitive salary - \$130,274.64 + 15% super + benefits**

### About the QNMU

The Queensland Nurses and Midwives' Union (QNMU) is the industrial and professional organisation for nurses and midwives working in public and private health and aged care in Queensland. The QNMU seeks to promote and defend the industrial, professional, social, political and democratic interests of over 62,000 members. We have over 170 employees including organisers, professionals and administrative personnel, and manage a multi-million-dollar operating budget.

### About the Opportunity

We are currently seeking an experienced and passionate First Nations Strategy, Policy and Research Officer (Identified) to join our Organising and Professional Services group in this newly created permanent full-time position reporting to the Director, Organising and Professional Services. This position is a high-level strategic position which will see you providing leadership and direction to support and promote the interests of First Nations people and members through the strategic identification, development and undertaking of research and policy development.

In addition, you will be responsible for leading the collaborative development of protocols, systems, processes and frameworks with QNMU members and staff that can be shared to promote cultural safety and combat racial discrimination and institutional racism within the healthcare industry.

### About You

To be successful in this role, you will possess the following:-

#### Essential

- Identified First Nations nurse and/or midwife with current AHPRA registration;
- Current membership with the QNMU or another ANMF branch;
- Demonstrated commitment to QNMU's values, purpose and trade unionism in general including demonstrated commitment to professional activism;
- Prior experience working with First Nations people and communities;
- Prior experience within nursing or midwifery in a policy role with emphasis on political and policy making and/or an outcome focused research and evaluation role with demonstrated experience in a range of research methodologies;
- Demonstrated ability to develop and publicly articulate a strategic approach to issues affecting First Nation peoples;
- Well-developed analytical skills with the ability to provide expert-level written submissions, reports, briefing papers, policy statements and other material incorporating the provision of viable options regarding contemporary issues experienced by First Nations people;

- Demonstrated knowledge and experience in the key elements of project management;
- Demonstrated ability to work as a team member and take a collaborative approach to work;
- Demonstrated ability to be self-directed, establish priorities, meet deadlines, use initiative and be proactive and strategic in raising and dealing with issues;
- High-level written and oral communication and presentation skills; and
- An ability to travel away from home for up to five nights at a time and a current driver's licence.

### **Desirable**

- Advanced qualifications in nursing and/or midwifery;
- Demonstrated ability to negotiate at senior levels of government departments or with major employer groups;
- Demonstrated knowledge of health industry funding mechanisms and contemporary workforce management issues; and
- Demonstrated knowledge of the NMBA professional practice framework and regulation relevant to midwifery and nursing.

### **What we Offer**

You will be joining a values driven union which *advocates for nurses and midwives and for those in their care. Our employees are passionate and focused on coming together to embody and showcase union values in action.* The role offers challenging opportunities and a supportive team environment in addition to a variety of benefits, including:-

- Attractive salary package including salary sacrifice options;
- Work/life balance with flexible working arrangements including accrued days off;
- Health and Wellness initiatives including vaccinations;
- Professional development;
- Access to a free, confidential counselling service through our EAP provider; and
- Generous leave entitlements.

### **How to Apply**

To apply, please submit your resume and cover letter addressed to Rebecca Stoodley, Employee Relations Advisor to [er@qnmua.org.au](mailto:er@qnmua.org.au). Applications should clearly address how you demonstrate the skills and experience to meet the requirements outlined in the "About You" section above.

To access the information package for this position, please refer to the attached information package or refer to our QNMU jobs page at the following link:- [www.qnmua.org.au/QNMUJobs](http://www.qnmua.org.au/QNMUJobs) or send an email to [er@qnmua.org.au](mailto:er@qnmua.org.au).

*To perform this role, it is essential that the person is an Aboriginal or Torres Strait Islander person. It is therefore a genuine occupational requirement under section 25 of the Anti-Discrimination Act 1991.*

## Further information

If you would like to discuss this opportunity with a QNMU team member, please contact Rebecca Stoodley, Employee Relations Advisor on 07 3099 3251.

For further information about the QNMU, head to our website [www.qnmu.org.au](http://www.qnmu.org.au)

***“The QNMU is an Equal Opportunity Employer and encourages women, people of Aboriginal or Torres Strait Island descent, people with a disability and people from non-English speaking backgrounds to be part of an organisation that promotes a diverse and safe workplace environment”. Selection for all vacancies is made based on merit”.***

**Closing date: 5pm, Friday 31<sup>st</sup> July 2020**

*The Queensland Nurses and Midwives' Union of Employees (QNMU) collects personal information from you for the purpose of your job application during the course of the recruitment and selection process. We usually collect personal information from prospective employees through the application form, from referees or through a recruitment agency. We may disclose your personal information to your referees and other persons you nominate or mention in your application. Where you do not provide us with your personal information, we may not be able to consider your application or engage you as an employee of the QNMU. For information on how you may access or correct your personal information or how you can make a complaint about a breach of the Australian Privacy Principles, please refer to the QNMU Privacy Policy at [www.qnmu.org.au](http://www.qnmu.org.au).*



# FIRST NATIONS STRATEGY, POLICY AND RESEARCH OFFICER (Identified)

Team:	Organising and Professional Services
Location:	Any QNMU office
Reports to:	Director, Organising and Professional Services
Supervises:	Nil
Classification:	Band 3 Level 2 of the QNMU Non-Elected Officials Enterprise Agreement

## Organisational environment

The Queensland Nurses and Midwives' Union (QNMU) is the industrial and professional organisation for nurses and midwives working in public and private health and aged care in Queensland. The QNMU seeks to promote and defend the industrial, professional, social, political and democratic interests of over 62,000 members. We have over 170 employees including organisers, professionals and administrative personnel, and manage a multi-million-dollar operating budget.

The purpose of the QNMU is to grow power, confidence and capacity to improve the industrial and professional interests and wellbeing of nurses and midwives and the health of our community.

The First Nations Strategy, Policy and Research Officer reports to the Director, Organising and Professional Services and is part of the Organising and Professional Services Group. This group comprises of a large team of regional and Brisbane-based Organisers and Professional Officers.

## Job purpose

The First Nations Strategy, Policy and Research Officer is a high-level strategic position which will provide leadership and direction to support and promote the interests of First Nation peoples and members through the strategic identification, development and undertaking of research and policy development.

This position is responsible for leading the collaborative development of protocols, systems, processes and frameworks with QNMU members and staff that can be shared to promote cultural safety and combat racial discrimination and institutional racism within the healthcare industry.

The principles of professional activism, member recruitment, retention and support underpin this and all positions within the QNMU.

Key accountabilities

Description	Performance criteria
<b>Strategic planning, implementation and evaluation of activities to engage First Nation members</b>	
Within the priorities of the strategic plan, identify opportunities for the engagement of First Nations members through planned activities and campaigns	Opportunities are aligned to the QNMU strategic plan
Support and promote the interests and issues of importance of First Nations members to internal and external stakeholders	Effective maintenance of relationships with internal and external stakeholders
Within the priorities of the strategic plan, identify and / or create opportunities for collaboration with internal stakeholders to enhance professional activism and associated activities whilst building and maintaining external working networks and partnerships active in embedding cultural safety and advancing health outcomes for First Nations people	Proposals / submissions and positions are consistent with the QNMU strategic plan and are evidence based, delivered on time and with accuracy
Develop evidence-based proposals / submissions / positions on issues of strategic importance to First Nation peoples in Queensland for departments and government inquiries	
Focus on the collaborative development of strategies that grow our First Nations nursing and midwifery workforce within the health and aged care sectors	
Facilitate in collaboration with members and staff, the development of QNMU cultural safety statements that align with the NMBA, CATSINaM, ACN and ACM statements	
<b>Professional activism and advocacy</b>	
Promote First Nations members / activities and health promotion through relevant mediums such as QNMU journal, publications, conferences and social media	Effective negotiations at senior level of government, regulatory organisations, employers or employer groups aligned with the QNMU strategic plan
Lead in collaboration (fostering respectful partnership environment) with QNMU officials the development, implementation and evaluation of protocols, systems, processes and frameworks that will be shared to combat racial discrimination and institutional racism within the healthcare industry	
Participate with members and staff in industrial discussions and negotiations to advance the interests of First Nations nurses and midwives and share frameworks to combat racial discrimination and institutional racism within healthcare industry	
Convene and / or represent the QNMU on relevant internal and external committees, forums, working parties and education / training bodies	High level participation and advice on First Nation interests and issues provided in industrial negotiations
Coordinate and embed the inclusions of First Nations activities into the organisational calendar such as Reconciliation week and NAIDOC celebrations – improving the visibility of the First Nations Reference Group / QNMU to mob / community and promotion of QNMU at First nation events	Active representation at all committees, forums, working parties, education/training

Description	Performance criteria
	bodies, reference groups, seminars, conferences and events
<b>Identify partnership opportunities and coordinate research projects to support the advancement of First Nations members and peoples</b>	
Undertake a gap analysis of QNMU strategic plan, values documents, policies and procedures to build capacity within all areas of the QNMU to support health systems that are free of racism and inequity for First Nations nurses and midwives	Framework for research projects developed and actions meet QNMU member and strategic needs  Effectiveness of research engagement and outcomes
Coordinate and work with external researchers to provide Indigenous nurse and midwife led professional, cost-effective research and build collaborative, respectful and productive working relationships with stakeholders	
Oversee and lead decision-making regarding culturally relevant First Nations research projects undertaken by or in conjunction with the QNMU	
Embrace the diversity of members to feel culturally relevant and safe to identify and / or participate in First Nations research projects	
<b>Briefings, Submission and Reporting</b>	
Demonstrate an understanding of cultural political historical social determinates necessary to lead meaningful innovation by way of research reports, briefings and presentations on emerging issues as requested and where relevant to progressing QNMU and First Nations priority issues	Accurate and timely advice and identified research provided Evidence-based submissions to government departments and government inquiries provided with accuracy and on time
Demonstrate significant, recent and relevant experience in the development of evidence-based proposals / submissions / positions on issues of strategic importance to First Nations people in Queensland for consideration by internal and external stakeholders	
Demonstrate collaborative experience in initiating and preparing reports, presentations and submissions to government departments and government inquiries in relation to First Nation nursing, midwifery, health/wellness challenges and culturally safety	
<b>Provision of advice on and / or actioning on professional matters</b>	
Engage and foster high level culturally appropriate advice to the Secretary, Assistant Secretary and Officials on First Nation interests and issues including: <ul style="list-style-type: none"> <li>• strategy and policy development;</li> <li>• research projects; and</li> <li>• individual/collective member support</li> </ul>	Advice is accurate and provided when required  Case conferences coordinated or advised, and Secretary / Assistant Secretary briefed as required
Provide strategic leadership and guidance around the 'widely/deeply felt' in the areas of research in relation to First Nation peoples to be undertaken or commissioned by the QNMU	
Coordinate case conferences with members and staff and where required brief the Secretary / Assistant Secretary	
Assist in the engagement/selection of culturally appropriate content experts to foster the ongoing commitment by QNMU to staff development around matters such as cultural safety and white privilege	High level participation and advice on First Nation interests and

Description	Performance criteria
	issues provided for professional matters
<b>Organisational</b>	
Liaison, connector and convenor skills and abilities to ensure strong connections between QNMU members intellectual property on cultural safety throughout all levels of the QNMU	An inclusive environment is evident within the team
Ability to provide leadership to First Nations Reference Group meetings and activities	
Advise and recognise ways to promote equality within QNMU on matters such as racial discrimination to continue to improve QNMU's responsiveness to First Nations member needs	A positive attitude supporting cultural safety and diversity is evident in all interactions and communications with and between members and staff
Collaborate with staff and members on the development of QNMU's Reconciliation Action Plan (RAP) which will outline further strategic objectives for QNMU and importantly community group links	
Build lasting partnerships and liaise with ACTU Indigenous Officer to support the First Nations Workers Alliance activities and other Union related events.	
Create and maintain an inclusive environment free of bias, which welcomes diversity and enables staff to succeed	
Model a positive attitude regarding cultural diversity	

### Position dimensions

Staff Reporting: Nil

Indirect reports: Nil

### Decision making authority

Signing authority on expenditure: Nil

Policy: Interprets and applies policies, develops new policies for formal approval

Staffing: Nil

Operational: The position prioritises own workload within agreed standards and timeframes

### Key skills, experience and qualifications

#### Essential

- Identified First Nations nurse and/or midwife with current AHPRA registration;
- Current membership with the QNMU or another ANMF branch;
- Demonstrated commitment to QNMU's values, purpose and trade unionism in general;
- Demonstrated commitment to professional activism;
- Prior experience working with First Nations people and communities;



- Prior experience within nursing or midwifery in a policy role with emphasis on political and policy making and/or an outcome focused research and evaluation role with demonstrated experience in a range of research methodologies.
- Well-developed analytical skills with the ability to provide expert-level written submissions, reports, briefing papers, policy statements and other material incorporating the provision of viable options regarding contemporary issues experienced by First Nations people;
- Demonstrated knowledge and experience in the key elements of project management;
- Demonstrated ability to work as a team member and take a collaborative approach to work;
- Demonstrated ability to be self-directed, establish priorities, meet deadlines, use initiative and be proactive and strategic in raising and dealing with issues;
- High-level written and oral communication and presentation skills;
- An ability to travel away from home for up to five nights at a time and a current driver's licence.

### **Desirable**

- Advanced qualifications in nursing and/or midwifery;
- Demonstrated ability to negotiate at senior levels of government departments or with major employer groups;
- Demonstrated knowledge of health industry funding mechanisms and contemporary workforce management issues;
- Demonstrated knowledge of the NMBA professional practice framework and regulation relevant to midwifery and nursing;
- Demonstrated ability to develop and publicly articulate a strategic approach to issues affecting First Nation peoples.

### **Other information**

- QNMU is an equal opportunity employer and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying.
- The QNMU encourages women, people of Aboriginal or Torres Strait Island descent, people with a disability and people from non-English speaking backgrounds to be part of an organisation that promotes a diverse and safe workplace environment.
- Selection for all vacancies is made based on merit.
- Applicants are expected to be committed to the principles of unionism generally and the QNMU's values and purpose which may be found at [www.qnmu.org.au/OurValues](http://www.qnmu.org.au/OurValues)
- Applicants will be expected to comply with Expectations of QNMU Employees
- Smoking is prohibited in all QNMU buildings and vehicles

Further information may be found at <http://www.qnmu.org.au>

**QUEENSLAND NURSES AND MIDWIVES' UNION OF EMPLOYEES**

**GENERAL INFORMATION**

The Queensland Nurses and Midwives' Union (QNMU) currently has over 62,000 nurses and midwives in membership in Queensland. Our Head Office is based in Brisbane with regional offices in Townsville, Rockhampton, Bundaberg, Toowoomba, Cairns, Gold Coast and Sunshine Coast (satellite office).

A No Smoking policy exists in all QNMU offices and at all QNMU meetings.

Car parking is not available at the QNMU office.

**HOURS OF WORK**

While the QNMU actively promotes work life balance, the hours of work for all salaried officials shall not be fixed but shall be in accordance with reasonable expectations of employees in similar salaried occupations. The QNMU provides one day off with pay for every 20 paid days as compensation for travel, attendance at meetings and the nature of the working hours.

**ABOUT THE QNMU**

The QNMU is the principal Union in Queensland with the legal capacity to improve and protect nurses and midwives' wages and working conditions. The QNMU is one of the largest Unions in Queensland, is the Union with the largest membership in the health sector and has the largest female membership of any Queensland Union.

The Queensland Nurses and Midwives' Union is registered under industrial relations legislation at both the state and federal level as a 'Union of Employees'.

At the state level, the QNMU is formally registered as the Queensland Nurses and Midwives' Union of Employees and at the federal level we are registered as the Australian Nursing and Midwifery Federation (QNMU Branch).

The rules which govern the activities of the QNMU are formally registered and set out our objectives, role, responsibilities, structure and processes. The registered rules of the QNMU may be amended by a majority of Council provided Council has been given 5 days' notice of proposed amendments. The Secretary may conduct a ballot of members of Council in relation to any proposal to amend the rules. Our rules must conform to relevant state and federal legislation.

**QNMU PURPOSE AND GOALS**

The purpose of the QNMU is to grow power, confidence and capacity to improve the industrial and professional interests and wellbeing of nurses and midwives and the health of our community.



# PURPOSE AND GOALS



## PURPOSE

The purpose of the QNMU is to grow power, confidence and capacity to improve the industrial and professional interests and wellbeing of nurses and midwives and the health of our community



OUR MODEL	
	<b>EMPOWERMENT</b> We empower members to be independent, and to act with confidence
	<b>DISTRIBUTED LEADERSHIP</b> We need everyone to be a leader in their role, and to be collegiate.
	<b>COLLECTIVE POWER</b> We build personal, industrial and professional solidarity.
	<b>DEMOCRATIC</b> The voices of all members are heard, with multiple avenues of participation.
	<b>COMMON GOOD</b> We act for the common good of our members and their communities.

## QNMU MISSION STATEMENT

*The Queensland Nurses and Midwives' Union – the Union for Nurses and Midwives - promotes and defends the industrial, professional, social, political and democratic values and interests of members.*

This mission statement is based on the objectives of the Union which are contained in the QNMU's registered rules. Our objectives are broad and reflect the fact that our activities are not confined to the industrial arena. All the activities undertaken by the QNMU are founded on our objectives.

### Statement of Queensland Nurses and Midwives' Union Values QNMU Conference 2009

## PREAMBLE

The QNMU unites members to work together to achieve security and fairness in the workplace and fairness, equality and opportunity in the community. We promote the recognition and acceptance of the legitimacy of the core nursing values of caring, professionalism, advocacy and holism as central to the identity and social contribution of nursing.

In accordance with the ACTU Congress 2009 resolution that committed Unions to the needs and interests of all working Australians and their families, the QNMU also commits to the following:

## FAIRNESS, EQUALITY AND OPPORTUNITY IN THE COMMUNITY

1. The QNMU believes in a democratic Australia, which values all citizens and their aspirations.

2. The QNMU believes in the right of all citizens to employment and a decent standard of living – to a fair share of the nation's wealth.
3. The QNMU believes that every Australian must have access to free, quality public health care and education, regardless of their socio-economic circumstances.
4. The QNMU believes that families and individuals must be guaranteed decent minimum living standards through the social security and taxation systems.
5. The QNMU believes that all Australians must have access to decent and affordable housing.
6. The QNMU believes in the right of all Australians to a rich and rewarding life outside work including a secure and dignified retirement.
7. The QNMU respects the fact that indigenous Australians are the original owners of our land, and that reconciliation between indigenous and non-indigenous Australians is a vital goal.
8. The QNMU believes in a multi-cultural Australia.
9. The QNMU believes in a sustainable environment.
10. The QNMU is opposed to discrimination in all forms including that based on race, religion, ethnicity, gender, disability, sexual preference and political beliefs.
11. The QNMU believes that all Australians must be treated equally by the law and have access to legal representation as a right.
12. The QNMU believes that governments have a central role in ensuring fairness, equality and opportunity throughout the community.
13. The QNMU is committed to Australia's participation in international cooperation to promote peace, security, human rights, labour standards and prosperity through fair trading arrangements.

#### **SECURITY AND FAIRNESS IN THE WORKPLACE**

14. The QNMU believes that workplaces should be safe, secure, healthy and free of harassment, intimidation, violence and discrimination.
15. The QNMU believes that workers should have a right to a decent wage and fair working conditions.
16. The QNMU believes that all workers have a right to secure employment and protection against unfair dismissal or unfair treatment by the employer.
17. The QNMU believes that workers should have the right to join and be represented by a Union.
18. The QNMU believes that all employees should have the right to bargain collectively.
19. The QNMU believes that workplace Union representatives should have rights enabling them to carry out their role.

20. The QNMU believes that Unions should have the right to recruit, organize and represent workers.
21. The QNMU believes that workers should be consulted and informed about issues affecting their employment.
22. The QNMU believes that Australian businesses and their executives have a responsibility to engage in legal and ethical conduct and environmentally sustainable practices at all times with employees, stakeholders and the community.
23. The QNMU believes that working parents must have access to good quality, affordable child care.
24. The QNMU believes that working parents have a right to employment standards that enable them to manage work and family.
25. The QNMU believes that working parents must have the time and opportunity to form and maintain relationships with their children which foster the child's development.
26. The QNMU believes that officers and representatives of this and other Unions should conduct themselves in a manner consistent with this Statement of Australian Union Values.