



POSITION DESCRIPTION

Position: Bargaining Campaign Officer

Team: Organising Private Hospitals and Aged Care Team

Reports to: Campaign Lead Organising Private Hospitals and Aged Care Team

Key relationships: Manager Organising Private Hospitals and Aged Care Team, Organisers, Industrial Officers and Team Administration – Organising Private Hospitals and Aged Care Team, MRC, Branch Officials/Delegates

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 2023

Salary range: Bargaining Campaign Officer Level 1

Vision Statement

The New South Wales Nurses and Midwives' Association (NSWNMA) and the 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 / ANMF NSW Branch 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 grow the union and build power by developing sustainable distributed leadership groups, utilising the BASK organising framework.

Key Responsibilities:

Organising to achieve the NSWNMA Strategic Plan Objectives

- To increase membership density in allocated areas
- To identify and develop Member Leaders in allocated areas using the BASK framework

- To form and develop workplace branches and distributed leadership groups according to NSWNMA private hospitals and aged care system strategic priorities,
- To map workplaces, develop and implement formal organising plans using the agreed template
- To mobilise members to achieve collective outcomes.

Administrative/Organisational

- Model positive and appropriate behaviour in line with the union's values
- Participate in campaigns as directed
- Improve own professional knowledge and skills
- Escalate matters of importance to Lead.
- Utilise existing offline and online materials to support organising and contribute to the development of new organising resources
- Ensure attendance at NSWNMA / ANMF NSW Branch staff, team and other required meetings
- Provide support and advice to colleagues to promote systematic organising. Prepares reports, briefing notes and correspondence as required, consistent with NSWNMA / ANMF NSW Branch standards;
- Maintains current file notes and CORE records in relation to organising, member leader development, issues management and employer contacts
- Prepare Council and CoD reports (including any supporting material) as directed and within the required timeframe
- Priority is given to the preparation of briefing notes upon allocation.

Selection Criteria:

Essential

1. Demonstrated commitment to the union movement
2. Demonstrated union organising experience in federal system collective bargaining; demonstrated ability to identify and build campaigns around widely, deeply felt issues, setting achievable goals and managing expectations of membership
3. Commitment to strive for the advancement of nurses and midwives, and their professions
4. Demonstrated capacity to be an open learner
5. Commitment to contribute and work within a team
6. Demonstrated commitment to the nursing and midwifery professions
7. Demonstrated time management skills

8. Proficient use of the English Language both written and oral
9. Demonstrated capacity to listen and use active listening techniques
10. Demonstrated ability to use a computer and smartphone or similar device
11. Previous experience with Microsoft Office
12. A demonstrated ability to write formal letters, reports and other forms of documentation
13. Full and current NSW driver's licence

Desirable

1. Experience in working in a range of workplaces
2. Experience in community organising or active participation in local groups/networks
3. Demonstrated ability to problem solve
4. Ability to speak, read and write in a second language.

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:
