JOB AND PERSON SPECIFICATION

POSITION TITLE: Professional Liaison Officer

CLASSIFICATION: RN/M 2 – RN/M 3 depending on qualifications, experience and performance against criteria

TEAM: South

EMPLOYMENT STATUS: Full time

CULTURE AND VALUES:

We at the ANMFSA share a passion and culture that empowers us to achieve and encourages innovation. We thrive on the opportunities to grow as individuals and the flexibility to enjoy a work/life balance.

Our Values ‘…that contribute to a happy and dynamic workforce’

- Unity
- Passion and compassion
- Excellence
- Respect
- Integrity and justice
- Diversity
- Organisational growth

POSITION SUMMARY:

The Professional Liaison Officer is accountable for:

- Development, implementation and evaluation of strategies to recruit and retain members of the Australian Nursing and Midwifery Federation (SA Branch);
- Development and support of worksite representative structures and systems for member communication and consultation in relation to the activities of the union particularly at the worksite level;
- Contributing to the development of professional policy and programs and carries a portfolio related to a specific area or issue associated with nursing and/or midwifery practice;
- Contributing to campaigning and developing the capacity of members & worksite representatives;
- Building capacity and workplace visibility of the ANMF (SA Branch)/ANF;
- Representing members in the workplace including the negotiation of workplace agreements;
- Representing members in relation to matters in the workplace.
QUALIFICATIONS, SKILLS & EXPERIENCE:

Essential qualifications, personal skills and experience

- Qualifications and relevant experience as a Registered nurse or midwife, Enrolled nurse or other nursing classification eligible for membership with significant experience of work and knowledge of current issues relevant to the profession(s);
- Ability to provide appropriate professional advice to the staff / members of ANMF in collaboration, where necessary, with the Branch’s advisers;
- Demonstrated skills in:
  - Advocacy;
  - Negotiation;
  - Problem solving;
  - Undertaking case work or projects relevant to this role;
  - Communication (both verbal and written);
  - Leadership;
- Planning skills and demonstrated ability to develop, implement and evaluate objectives/ targets;
- Ability to recruit and retain members;
- Sound time management skills and the ability to organise own work.
- Demonstrated commitment to the principles of trade unionism;
- Demonstrated ability to work within a team and to provide leadership and be self directed within that environment;
- Ongoing commitment to undertake the personal and professional development required to ensure currency of knowledge and skills at the required level;
- Holds a current drivers licence.

Desirable qualifications, personal skills and experience

- Skills in the use of appropriate technology;
- Capacity to develop and apply an understanding of industrial relations and related systems.
- Capacity to develop a sound knowledge of ANMF (SA Branch) policies and practices relating to members.

REPORTING & WORKING RELATIONSHIPS

The Professional Liaison Officers are members of the Aged / Acute Teams and are accountable to the Director, Operations and Strategy through the Chief Industrial Officer via the team leaders. They report to the Professional Officer in relation to professional practice issues and in relation to their professional portfolios.
ORGANISATIONAL AUTHORITY:

Decisions made in the position:

- NONE

Decisions referred:

- NONE

RESPONSIBILITIES:

1. Recruitment & Retention

   Team wide functions/responsibilities

   - promotes the ANMF as an effective and responsive organisation for nurses/midwives and personal care assistants; to members, potential members and to the broader community.
   - participates in and leads direct recruitment and retention activities in worksites and contributing to the development of organisational plans and strategies related to these activities.
   - meets organisational targets in relation to membership growth
   - Identification of opportunities for potential recruitment of members including new or less well unionised sites

   Additional role specific functions/responsibilities

   - relates professional issues in the workplace to the value of membership

2. Campaigns

   Team wide functions/responsibilities

   - Effective communication with worksite representatives and members in worksites;
   - Co-ordinating or participating in campaigns on specific issues;
   - Ensuring effective member participation in the development and implementation of campaigns;

   Additional role specific functions/responsibilities

   - Establishes and maintains effective structures and support systems for worksite representatives and members in worksites;
   - Ensures effective member participation in the identification of local issues particularly those issues relevant to practice and/or professional standards, policies and codes.
3. Member networks

Team wide functions/responsibilities

- Contributing to the planning, implementing and evaluating member education systems in conjunction with ANMF’s Education & Training staff;
- The recruitment and development of worksite representatives;
- Promotion of the value of trade union training for WSR roles;
- Participating in the delivery of trade union training;
- Contributes to the development & maintenance of worksite structures that support union membership and participation;
- Establishment and maintenance of other member networks relevant to the Branch.
- Delivery of advice and support to worksite representatives and members;

Additional role specific functions/responsibilities

- Mapping, establishing networks and communicating with worksite representatives and members, to develop and support campaigning around issues for members of the ANMF;
- Works to promote the role of Professional Practice and Policy Representatives and to support the networks for these representatives within the ANMF;
- As delegated and in conjunction with worksite representatives and members, the development, implementation and evaluation of plans for worksites.
- Establishment and development of effective worksite structure;
- Establishment of worksite structures that support union membership and participation.

4. Visibility

Team wide functions/responsibilities

- Establishing and facilitating member forums relevant to the worksite;
- Building local visibility and presence including through participation in regular scheduled visits;

Additional role specific functions/responsibilities

- Establishes and maintains systems and processes that ensure that the professional program and policies of the ANMF are promoted widely and are implemented in the workplaces and activities of members.

5. Case work

Team wide functions/responsibilities

- Negotiating issues and agreements in relation to claims and issues including member disputes/campaigns;
- Assisting and representing members in dealing with Occupational Health & Safety issues affecting groups of members;
• Organising and campaigning activities during negotiation of enterprise agreements;
• Resolution of individual member grievances such as under/overpayments, unfair dismissals, appeals, re-classifications and similar issues;
• Provision of expert advice to the staff team as a whole in relation to member issues and other matters delegated

Additional role specific functions/responsibilities

• Representation of members before administrative and professional tribunals, such as AHPRA and the NMBA, as required.

6. **Bargaining**

   Team wide functions/responsibilities

   • Negotiating with employers and their representatives, collective agreements
   • Involving members in the development of claims
   • Organising members action in support of collective agreements

7. **Communication**

   Team wide functions/responsibilities

   Participates in and contributes to:

   • Staff and team meetings, staff development sessions and planning forums;
   • The development of formal reports to Branch Council by provision of draft report information to the Director, Operations and Strategy on at least a bi-monthly basis;
   • The development of targets and plans of the Branch in relation to organisational objectives and will work to implement these targets and plans;
   • Branch newsletters and bulletins by the submission of articles and draft bulletins on matters affecting specific workplaces or members generally;
   • The development of information and presentations to member forums and committees, as delegated.

   Additional role specific functions/responsibilities

   • Drafting of member communications related to professional issues in the workplace that may have relevance to members more widely.

8. **Team work**

   Team wide functions/responsibilities

   • Participates in and contributes to the provision of staff development, advice and assistance to other team members in relation to matters within own areas of knowledge and competence

   Additional role specific functions/responsibilities
• Carries a portfolio(s) delegated by the Professional Officer related to areas of professional practice and/or policy and provides advice to other members of the Aged / Acute Teams in relation to these matters.

PERFORMANCE REVIEW:

• Performance will be reviewed three months after appointment, again at six months and then at 12 months
• Thereafter annual performance review shall occur consistent with Branch policy

WORKPLACE HEALTH AND SAFETY:

Employees are responsible and accountable for:

• Compliance with workplace policies and procedures for risk identification, risk assessment and risk control.
• Active participation in activities associated with the management of workplace health and safety.
• Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace.
• Correct utilisation of appropriate personal protective equipment.

GENERAL RESPONSIBILITIES:

• It is the responsibility of the employee to comply with all policies and procedures adopted by the ANMFSA
• Employees are required to comply with the ANMFSA Code of Conduct.

WORKING CONDITIONS:

• Some out of hours work may apply.

ACKNOWLEDGEMENT:

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Director, Operations and Strategy Name: Rob Bonner

Director, Operations and Strategy Signature: _________________________ Date: ______________

Employee Name: _________________________

Employee Signature: _________________________ Date: ______________

Job Description Professional Liaison Officer
Author: Reviewed: July 2015
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