Tōpūtanga Tapuhi Kaitiaki o Aotearoa
NEW ZEALAND NURSES ORGANISATION

POSITION DESCRIPTION
Organiser

Position: **Organiser**

Location: **Wellington**

New Zealand Nurses Organisation (NZNO) is the union for nurses and health workers. NZNO represents more than 60,000 nurses, midwives, students, kaimahi hauora and health workers of which 4,500 are Māori members in Aotearoa/New Zealand. We represent the interests of nurses on professional and employment related matters. NZNO is a progressive organisation which works to improve the health status of all people of Aotearoa/New Zealand through participation in health and social policy development.

The role of the Organiser is to develop collective strength in the workplace by recruiting potential members and identifying, leading, motivating and educating workplace representatives, activists and members in accordance with the principles of Te Tiriti o Waitangi.

Key responsibilities	Performance expectations
Implementation of the Organising approach	• All workplaces are mapped to identify membership and potential membership. • Recruitment of potential members • Create functioning committee structures • Delegates are identified and developed • Familiar with H&S rights and obligations and the ability to run H&S organising campaigns • Increase HSRs • Increase participation and activism. • Increased membership growth, with demonstrable influence in the workplace. • NZNO has high visibility in the workplace. • There is evidence of member engagement with the NZNO mission. • Organising approach is culturally appropriate. • The Organising plan is up to date and aligns with the NZNO strategic direction.
Promoting and supporting Sector Group strategies and activities	• Sector work is prioritised in all organisers' work plans to ensure implementation of NZNO sector strategies. • Culturally appropriate content is incorporated into sector planning and activities

Representation and advocacy for members	• Members have confidence in the advice and support provided. • Knowledge and skills are evidenced by members knowing and understanding their rights and obligations as employees. • Collective bargaining processes are executed against agreed plans and strategies with positive outcomes for members. • Members' participation in collective processes is evident. • Relevant administrative processes are completed within the timeframes required. • Nursing and midwifery members and those who support the nursing and midwifery teams are supported, feel valued and have confidence in NZNO to represent them. • Work practices reflects Tikanga in partnership and in accordance with Te Tiriti o Waitangi. • Knowledge of nursing and midwifery practice issues is maintained. • Appropriate advice is sought where required.
Maintaining and developing professional practice	• Knowledge is maintained through participation in relevant training and extended through regular meetings with Lead Organiser where effective performance is able to be demonstrated. • Work priorities are clear and completed appropriately • Work is regularly reported on and advice sought appropriately. • Contributes to applicable research and development. • Able to contribute to the delivery of delegate development.
Undertaking individual case work	• Members will have appropriate timely outcomes resolved at the lowest level. • Relevant information is sourced to provide accurate advice and solutions. • Members where appropriate maintain their employment or are compensated fairly. • Case plans are developed and agreed with the member. • Clear, concise documentation is standard practice. • Members know what other support services are available. • Culturally appropriate solutions are provided. • Able to escalate in accordance with NZNO policy where required. • Understanding of relevant legislation. • Able to use correct processes to challenge outcomes for members if believed appropriate.
Quality service provision	• Consistent high standards of membership focussed work. • Behaviour demonstrates the values of NZNO and adheres to NZNO policies. • Functional relationships maintained with colleagues. • Membership systems and documentation is kept up to date. • Excellent time management skills exhibited.
Health & Safety **Complies with the Health & Safety at Work Act 2015 by:**	• Being able to show that reasonable care is taken of their own health and safety while ensuring that their actions do not adversely affect the health and safety of others. • Being committed to abiding by all NZNO health and safety policies and procedures, including ▪ Accurately reporting all accidents, incidents and near misses in a timely manner ▪ Identifying and assessing work related health and safety hazards and risks ▪ Participating in health and safety initiatives.

Financial Delegations
As per the Delegations of Authority Policy.

Key relationships
All NZNO employees have a responsibility for managing relationships in some or all of the key sectors we work with. In this role, the key relationships to be developed are as follows:

Reports to:	Lead Organiser
Responsible for:	Organising NZNO Members
Internal NZNO relationships:	Organising Director Campaigns Director Organisers Educators Industrial Advisors Lawyers Professional Nursing Advisors Regional Administrators Member Committees Members / delegates
External Relationships:	Other Unions NZCTU

NZNO Core Competencies

Ethics, integrity and values	Supports NZNO vision and values, understands organisational structures to complete assigned tasks or projects, plans and organises work in an efficient manner, has values aligned with the organisation and acts accordingly, personally and consistently demonstrates 'right' behaviour, actions are unbiased and consistent.
Cultural	Being cognisant of the culture base of people in your service area, awareness of cultural safety and knowledge (understanding Tikanga Māori, Te Reo Māori, Māori Health) being aware of ethnicity, being aware of how culture influences behaviour.
Member focus	Ably discovers, understands and meets needs of members, gives members priority and responds quickly to member concerns, builds positive member relationships, does not let internal organisational issues or personal feelings interfere with member service.
Communication and teamwork	Relates well to people verbally and in written form, able to build rapport with all levels inside the organisation, listens well, works collaboratively with others, and is organisationally sensitive, handles conflict while preserving rapport, works well with a diverse workforce, ability to understand and adhere to good file and record management practices.
Problem solving & Planning and organising work	Able to define problems and find causes, devise workable solutions, demonstrates the ability to work within timelines and organisational structures to complete assigned tasks or projects, plans and organises work in an efficient manner.
Results orientation	Exhibits commitment to goals and constantly delivers results, demonstrates personal initiative and independent motivation to achieve goals and objectives.

Role Specific/ technical capabilities

Business or technical knowledge	Knows the organisation, has technical expertise and skills, understanding the health industry, its standards, practices and processes. Able to demonstrate competence in performing essential job requirements. Maintains and expands knowledge. Understands the relationship of this role with the wider Organisation.
Developing others	Able to demonstrate formal and informal coaching and training skills. Ability to assign tasks and work that challenges or stretches individual skills, capable of promoting developmental discussions. Is aware and supports development goals of the individual and the Organisation.
Presentation skills	Is articulate and able to present well to groups, conveying information eloquently while connecting with the audience. Has a professional demeanour and strong and charismatic presence. Selects and presents relevant and compelling content. Exhibits composure under pressure while in the spotlight.
Organising Skills	Able to put resources or processes into logical, comprehensible and aesthetically pleasing order. Executes plans and tasks for events or processes in an efficient manner, with attention to detail. Able to find necessary resources to effectively accomplish a task, assignment or event, in a successful and well organised endeavour.
Negotiation Skills	Is comfortable bartering, asking or concessions directly and forcefully while maintaining rapport. Successfully closes negotiations achieving the best possible outcomes for the members / organisation, finding solutions that foster and respects relationships. Negotiates creatively, generating potential non-monetary concessions or inclusions.

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These values capture the intention of NZNO staff to model union and professional principals of working co-operatively towards shared goals

NZNO staff refers to both management and non-management staff of NZNO

Teamwork
✓ We value diversity in our staff and recognise each other's strengths
✓ We ask for and provide support to each other including to meet work deadlines
✓ We identify, acknowledge and celebrate achievements
✓ All staff are equally important to the success of NZNO
✓ We take and create opportunities to contribute to timely and informed decision making.

Professionalism
✓ We reflect on the Treaty of Waitangi implications of our work
✓ We reflect on the gender implications of our work
✓ Communication is timely and constructive with solutions offered with concerns that are raised
✓ We take and create opportunities to develop skills and competencies for ourselves and others
✓ We treat others with courtesy
✓ We work to plans that enable us to achieve priority work within paid hours
✓ We come prepared to meetings and use the time constructively

Accountability
✓ We test our actions by asking "what would members think"
✓ We take and create opportunities to strengthen the participation of members within the organisation and on behalf of the organisation
✓ We use our resources, including others' time, wisely and efficiently
✓ We take responsibility for our actions and decisions

Safety
✓ We treat each other with respect, consideration, sensitivity and fairness
✓ We commit to making a safe environment
✓ All staff are supported to take regular leave
✓ Workloads and goals shall be achievable and measurable
✓ We share our experience within a learning environment