

## POSITION DESCRIPTION

### Industrial Advisor

---

<b>Location</b>	National Office Wellington
<b>Salary Steps</b>	19-21 NZNO Staff Collective Agreement

The New Zealand Nurses Organisation Tōpūtanga Tapuhi Kaitiaki o Aotearoa (NZNO) is the lead professional nursing organisation and union for nurses. Our job and responsibility is to represent more than 55,000 nurses, midwives, students, kaimahi hauora, and health workers in Aotearoa/New Zealand. We represent the interests of nurses on professional and employment related matters. We are affiliated to the International Council of Nurses (ICN) and the New Zealand Council of Trade Unions (NZCTU). NZNO embraces Te Tiriti o Waitangi and works to improve the health status of all people of Aotearoa/New Zealand through participation in health and social policy development.

#### Position Purpose

To work with both staff project teams and member negotiating teams across the sectors, with a core focus of the work being negotiating successful outcomes for members through mechanisms such as collective agreements, pay equity processes and other strategic opportunities that arise.

The role will provide oversight and some implementation of negotiation outcomes, participation in work programmes arising from negotiated settlements, and engagement with members in the development and negotiation of claims

The role will work with other leadership roles to contribute to the union's campaign plans, support NZNO's membership groups and contribute to the unions strategies to organise members.

As NZNO moves to adopt a more strategic focus in its sectors, it is expected this role will be a part of developing and implementing those sector strategies. NZNO bargaining is expected to be carefully calibrated to meet those sector strategies and the role will need to be able to plan accordingly.

**Key Responsibilities and Performance Expectations** include but are not limited to:

Key responsibilities	Performance expectations
Advocacy	Lead the advocacy and bargaining of all aspects of collective agreements and associated processes, including pay equity claims. Advocacy will also relate to representing member collective issues to employers.
Advice	<p>Provide high quality and timely advice to inform negotiating and advocacy strategies in the context of the sector strategies, working closely with the strategic researcher.</p> <p>Provide advice and education on industrial matters, policy and regulatory issues that informs decision making by NZNO's governance structures.</p> <p>Assists with the active implementation of policies and programmes and services designed to give effect to Te Tiriti o Waitangi especially in the bargaining context</p> <p>Represents NZNO and provides strong advocacy of the union's priorities and high-quality written material to support that advocacy.</p>

Engaging with members	Develop mechanisms to engage and incorporate member views and interests in collective agreement, pay equity etc related work, including negotiation processes
Research	Prepare coherent and well-researched briefs for negotiating teams and other member leadership groups involved in advocacy work.
Development of member bargaining teams	Develop effective member teams involved in advocacy work and negotiations.
Oversight of implementation of Agreements	Provide oversight of the implementation of agreements and lead other processes resulting from settlements such as working groups, variations to agreements and career development research between negotiation rounds
Strategic Alliances	Establish and maintain strategic alliances with other stakeholder groups and organisations to maximise the outcomes for members of successful negotiated outcomes.  Further NZNO's objectives through work with other health unions and the NZ CTU.
Strategic Analysis	Undertakes analysis of the environment in which the union operates, including legislative and policy changes related to employment relations, fair pay agreements and pay equity; the sector employers and / or workplaces and the challenges and opportunities confronting the union.
Strategic Planning	Participate as a member of project teams and participate in ongoing planning, determining achievable goals / organising objectives, sector wide goals and professional priorities and targets. Contributing to strategies that take account of the unions strengths and weakness related to achieving the goals.
Undertake any other duties consistent with the overall purpose of the position as determined by the CEO	

### 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.

<b>Reports to:</b>	Director of Campaigns
<b>Internal NZNO relationships:</b>	Director of Organising Campaigns Adviser Communications Adviser Lead Organisers Research & Policy Advisers Other NZNO staff NZNO delegates & representatives
<b>External Relationships:</b>	Key sector stakeholders and organisations Other health union staff

### Role Specific/ technical capabilities

<b>Leadership</b>	Is comfortable taking leadership role; ably directs and guides people and processes, with or without formal authority, appropriately commanding and able to influence or control events, with or without formal authority; inspires, shares “vision”; exhibits charisma and executive “presence.
<b>Political Savvy</b>	Has knowledge of and works well within a political setting; respects hierarchy and exhibits appropriate diplomacy dealing with official or bureaucratic networks; maintains composure and focus working with prominent people or senior management.
<b>Strategic Skills</b>	Able to devise, define and outline constructive strategies; Sees future path clearly; has broad vision that spans widely across time and industry; capably translates high level strategies into practical implementation strategies. High level of planning skills in a complex environment.
<b>Analytical Skills</b>	Interprets and digests complex information; applies logic and sound critical thinking to astutely evaluate presented materials, data or positions; identifies flaws in reasoning but integrates good judgement in presenting findings
<b>Industrial or technical knowledge</b>	Knows industrial relations, has technical expertise and skill; understands this industry, its standards and practices and processes; demonstrates mastery of required job-related knowledge (technical, professional or managerial) and mastery in performing essential job requirements; has and/or develops credentials to maintain or expand knowledge skills and expertise; understand the relationship of their role to the rest of the union.

**This role may require significant travel and time away from home base.**

## Core NZNO Competencies

<b>Competency</b>	<b>How this will be demonstrated in this role</b>
<b>Ethics, integrity and values</b>	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. Strong understanding and commitment to Te Tiriti and its application to your work
<b>Cultural</b>	Being cognisant of the culture base of people in your service area, being aware of ethnicity, being aware of how culture influences behaviour.
<b>Member focus</b>	Discovers, understands, and meets needs of members, gives members priority and responds quickly to member concerns, build positive member relationships, does not let internal organisational issues or personal feelings to interfere with member support and development.
<b>Communication and teamwork</b>	Relates well to people verbally and in written form, 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.
<b>Problem solving &amp; Planning and organising work</b>	Able to define problems and find causes, devises workable solutions, demonstrates the ability to work within timelines and organisational structures to complete assigned tasks or projects, plans and organise works in an efficient manner.
<b>Results orientation</b>	Exhibits commitment to goals and constantly delivers results, demonstrates personal initiative and independent motivation to achieve goals and objectives.

*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