

## POSITION DESCRIPTION

### Lead Organiser

The New Zealand Nurses Organisation Tōpūtanga Tapuhi Kaitiaki o Aotearoa (NZNO) is the leading professional union for nurses. Our purpose is to represent more than 60,000 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 provide support and leadership to organising teams and individual organisers in planning, implementing and reviewing the work as set out in sector, campaign and national plans. Ensuring that organising systems and processes work well in the region and that there is effective membership growth and organising engagement with delegate and membership structures and other staff including Industrial Advisors, Educators, Communication and Campaigns Advisors, Professional Nursing Advisors, and Administration staff.

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

Key Responsibilities	Performance Expectations
To provide mentoring and leadership to Organisers	<ul style="list-style-type: none"> <li>• Individual training needs are identified for Organisers. Workplans are developed and implemented with assistance</li> <li>• New organisers are orientated to their work and the organisation</li> <li>• Worksite visits are used to provide support and identify skill and development issues. Workload issues identified and solutions found.</li> <li>• Regular one on one meetings held to support organisers</li> <li>• Strategies developed to meet work goals and identify and resolve any barriers.</li> <li>• Member support calls relevant to their geographical area are managed.</li> <li>• Oversight of Organiser interactions with members is maintained.</li> </ul>
Coordination and integration of national strategies into regional work through leading staff meetings, assisting with the implementation of sector and campaign plans and ensuring active organiser input into work planning	<ul style="list-style-type: none"> <li>• Team discussions are actively facilitated. Organisers are engaged constructively to participate in planning and follow-up.</li> <li>• Effective communication processes are evident between and across the regional teams.</li> <li>• Regular reviews of the work plan progress are held.</li> <li>• Productive participation in national forums with feedback provided.</li> <li>• Administrative support is facilitated as required. Team training and planning is scheduled.</li> <li>• Organiser attendance and support of educational opportunities is supported.</li> </ul>

Delegated regional human resources functions	<ul style="list-style-type: none"> <li>• Leave is planned with resultant resourcing issues identified and resolved.</li> <li>• Processes for elevating unresolved issues is in place and applied.</li> <li>• Work performance of the team is regularly monitored and support is in place to assist with the achievement of goals through active mentoring and coaching.</li> <li>• Expenses are approved as required by process and within delegations.</li> <li>• NZNO policies and procedures are complied with, communicated and enforced proactively.</li> </ul>
Project/Industrial Leadership	<ul style="list-style-type: none"> <li>• Identified project work as allocated will be undertaken and lead.</li> <li>• Learning for teams facilitated on project work. Attendance at all relevant meetings / forum is consistent.</li> <li>• Solutions are developed that arise from organisers work that have national implications.</li> </ul>
Delegate structures	<ul style="list-style-type: none"> <li>• Ensure Organisers set up functioning Workplace Organising Committee structures in their workplaces.</li> <li>• Work closely with Local Organising Groups and other structures.</li> </ul>
Quality service provision	<ul style="list-style-type: none"> <li>• Complaints are managed locally or escalated. Health and Safety issues monitored and reported.</li> <li>• Compliance with and enforcement of NZNO policies and procedures</li> </ul>
Undertake any other duties consistent with the overall purpose of the position as determined by the CEO	<ul style="list-style-type: none"> <li>• As directed from time to time.</li> </ul>

### Key Relationships

<b>Reports to:</b>	Director of Organising
<b>Internal NZNO relationships:</b>	Other Lead Organisers Organisers Professional Nursing Advisors Industrial Advisors Administration Lawyers Campaigns team
<b>External relationships:</b>	Key sector stakeholders and organisations Other health union staff Sector related community organisations

## NZNO Core Competencies

Competency	How this will be demonstrated in this role
<b>Ethics, integrity and values</b>	<p>Supports NZNO vision and values, understands organisational structures when completing assigned tasks or projects, and plans and organises work in an efficient manner.</p> <p>Acts with professionalism, integrity, honesty and respect in their working role.</p>
<b>Cultural</b>	<p>Understands the importance of te Tiriti o Waitangi in modern Aotearoa New Zealand, supports the implementation of te Tiriti across the organisation and conducts themselves in accordance with te Tiriti in their work and work relationships.</p> <p>Understands the importance of culture and ethnicity and how culture influences behaviour.</p>
<b>Member focus</b>	<p>Understands the importance of members and member voice, builds positive member relationships, acts in a professional manner at all times when dealing with members.</p>
<b>Communication and teamwork</b>	<p>Relates well to people verbally and in written form, builds rapport with all levels inside the organisation, listens well, works collaboratively with others, and is sensitive to the needs of the organisation, handles conflict while preserving rapport, works well with a diverse workforce, ability to understand and adhere to good file and record management practices.</p>
<b>Problem solving</b>	<p>Able to define problems, find causes, and help devise workable solutions.</p>
<b>Results orientation</b>	<p>Shows commitment to goals and delivers results, demonstrates personal initiative and motivation to achieve goals and objectives.</p>

## Role Specific/Technical Capabilities

The Lead Organiser should also have the following skills and attributes:

<b>Business or technical knowledge</b>	Knows the union, 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; understands the relationship of their role to the union.
<b>Managerial Focus</b>	Spends sufficient time “managing”. Establishes clear expectations, monitors performance and gives feedback. Selects good people, unites people into an effective team. Creates a positive, motivating work climate. Retains talent, addresses underperformance. Constructively assigns works and guides people and processes to achieve organisational goals. Is present and involved, yet delegates effectively without micro-managing.
<b>Organisational Savvy</b>	Understands formal and informal power and influences structure within the organisation and successfully achieves positive, desired outcomes. Understands how organisations work and ably manoeuvres and executes within the organisational structure and networks. Understands and supports organisational policies, procedures and systems, reconciling ambiguities and deficiencies.
<b>Interpersonal communication</b>	Relates well to people, verbally and in written form. Expresses themselves well in one-on-one or in groups. Builds rapport with all levels within and outside the organisation. Is culturally sensitive; skillfully supports cultural or other forms of diversity. Ably resolves conflicts; confronts or asserts with strength, tact and diplomacy. Provides timely, clear direction and information. Listens well.