



POSITION DESCRIPTION

Director of Organising

Position: Director of Organising

Location: National Office Wellington

Tōpūtanga Tapuhi Kaitiaki o Aotearoa: The New Zealand Nurses Organisation (NZNO) is the lead professional union for nurses. Our job and responsibility 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

The Director of Organising is responsible for leading organising within NZNO. The Director will ensure the development, implementation and maintenance of the organising and recruitment strategies required to support the NZNO's strategic direction and operation. The Director of Organising will manage and provide direction and leadership to the regionally-based Lead Organisers, Educators, and any Digital Lead Organiser role that may be created, with a focus on the development and implementation of their recruitment and organising plans. This includes providing support, advice and assistance as required.

The Director of Organising is part of the union's senior leadership team (SLT). They will also represent NZNO both internally and externally as needed.

The Director of Organising is responsible for the oversight of recruitment of staff in the organising teams and has oversight of staff performance management within those teams. The Director will lead a review of our current member and staff education program and be responsible for implementation of the results.

The Director of Organising will, together with the NZNO Māori leadership, develop and implement an NZNO Māori organising model that meets NZNO Te Tiriti obligations and the needs of Māori members.

The Director of Organising will need to work closely with other members of the Senior Leadership Team (SLT) to ensure alignment and integration of organising and campaigning objectives.

The Director of Organising also works closely with the union's regional structures ensuring their planning and delivery is in line with the unions strategic plans and that activities are aligned to the goals of those plans.

Key Responsibilities and Performance Expectations

Key Responsibilities	Performance Expectations
<p>Leading Organising</p> <ul style="list-style-type: none"> • Ensure all organising is linked to NZNO strategy. • Operationalising the organising component of the NZNO strategic plan • Develop and oversee the implementation and maintenance of an effective Leadership for Organising framework • Identify organising priorities within specific sectors • In consultation with other members of the SLT, coordinate the staffing resources required to meet the identified campaign priorities • Ensure organising plans are developed and implemented for lead organisers and organisers that meet the strategic goals of NZNO and include appropriate accountabilities • Develop and integrate digital organising and on the ground organising principles, practices and methodologies • Drive recruitment and organising strategies both online and offline across the union • Ensure coordination of organising resources across the union including setting and delivering budgets • In conjunction with the Educators and Lead Organisers, oversee the delivery of appropriate professional development for the regional organising teams • Work with organising staff and Professional Nurse Advisers to ensure student nurses are recruited and are fully integrated in local activities • Ensure health and safety is built into organising plans 	<ul style="list-style-type: none"> • <i>Union membership numbers grow</i> • <i>Union leadership and member activism grows</i> • <i>Organising plans are designed, developed and implemented that reflect the NZNO strategic priorities, especially growth and accountabilities are in place and met</i> • <i>Campaign plans and bargaining always have an organising component</i> • <i>Development and implementation of a successful online to offline organising model</i> • <i>Organising teams are competent and utilise core organising skills</i> • <i>The recruitment and organising of students is prioritised and aligned with the union’s strategic direction</i> • <i>Effective health and safety organising, including Health + Safety rep capacity are built in numbers and into organising plans</i> • <i>Education programs are developed and implemented for organisers and lead organisers</i> • <i>Member education programs are refreshed and implementation responsibilities determined</i>
<p>Lead the Lead Organisers</p> <ul style="list-style-type: none"> • Coordinate and prioritise resources including allocation of staffing • Oversee and review the implementation of organising and work plans • Ensure that organising and worksite plans are consistent with the NZNO strategic plans • Support the implementation of digital organising practice across all organising teams • Oversee staff recruitment and performance management 	<ul style="list-style-type: none"> • <i>Flexibility within organising staffing according to priorities.</i> • <i>Lead Organisers continue to be upskilled in both online and offline organising</i> • <i>Organising plans are effectively implemented by Lead Organisers</i> • <i>Lead Organisers’ accountabilities are clear</i>

<p>within regional and digital teams</p> <ul style="list-style-type: none"> Organise and facilitate regular Lead Organisers’ team meetings, weekly Lead Organisers online meetings and weekly 1:1s with Lead Organisers Develop Lead Organisers leadership skills 	
<p>Development and Implementation of NZNO Māori Organising Model In conjunction with the NZNO Māori Leadership –</p> <ul style="list-style-type: none"> Lead the development and implementation of a unique NZNO Māori organising model Grow Māori organising leadership Develop and implement Māori organising capacity Oversight of implementation of the Māori organising plan 	<ul style="list-style-type: none"> <i>A Māori organising model is developed and implemented in consultation with the Māori structure</i>
<p>Digital Organising</p> <ul style="list-style-type: none"> If a Digital Lead Organiser is appointed, manage the Digital Lead Organiser and have management oversight of any digital organising team that may be created Oversite, development and implementation of the digital organising strategy Develop and drive the NZNO digital organising strategy 	<ul style="list-style-type: none"> <i>Digital organising successfully embedded in NZNO organising</i>
<p>Senior Leadership Team</p> <ul style="list-style-type: none"> Participate as part of the NZNO Senior Leadership Team Help ensure that NZNO's operational services and functions are professionally and efficiently provided Attend, participate in and report to all meetings of NZNO’s National Executive, Te Poari and the Joint Hui. 	<ul style="list-style-type: none"> <i>Organising outcomes are fundamental in all NZNO activities</i> <i>Participate as the NZNO representative in external structures</i>
<p>Regional Structure Liaison</p> <ul style="list-style-type: none"> Supporting the development of active and effective regional structures leading local network mobilisation and activism Supporting lead organisers and organiser with their work with regional structures chairpersons Staff liaison relationship with Te Rūnanga regional structures (as determined with NZNO Māori leadership) Attend and participate in regional structure meetings on an as-required basis. Ensure effective delivery of sector National Leadership growth in the region 	<ul style="list-style-type: none"> <i>Regional structures supported in plan development that is integrated into NZNO campaign and organising plans</i> <i>Organisers and Lead Organisers working effectively with NZNO regional structures</i> <i>LOG plans are in place and tracked</i>

<p>NZNO Project Team</p> <ul style="list-style-type: none"> • Participate in / lead / sponsor staff project teams on an as required basis • Ensure that the organising and digital staff voice is appropriately fed into all project teams and an organising approach is integral to campaign projects 	
<p>Undertake any other duties consistent with the overall purpose of the position as determined by the CEO</p>	

Key Relationships

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

<p>Reports to:</p>	<p>Chief Executive Officer</p>
<p>Internal NZNO relationships:</p>	<p>Work closely with the SLT and Industrial Advisers and the Head of Communications on the implementation of campaigns and strategies.</p> <p>The Director of Campaigns is a key relationship</p>
<p>External relationships:</p>	<p>Report to National Executive, Te Poari and Joint Hui on the organising plans and outcomes within strategies plans</p> <p>Report to National Executive and the National Executive Audit and Risk Committee on the union’s membership recruitment and fees income data.</p> <p>As required, work with regional structures and National Leadership Structures</p> <p>Liaise with other unions as required / appropriate</p> <p>Member leaders – relationship management and consultation</p> <p>Members and prospective members</p>

Role Specific/Technical Capabilities

The Director of Organising should also have the following skills and attributes:

- Skills and knowledge and demonstrated competency to lead organising in a large union.
- High level communication, negotiation and advocacy skills.
- Experience in and a commitment to the principles, skills, knowledge and attributes of organising.
- Can lead change.
- Digital organising skills and experience.
- Commitment to Tiriti o Waitangi, organising bi-culturally and support the implementation of NZNO's Te Tino Rangatiratanga program.
- An ability to mentor and develop staff as delegated.
- An ability to manage all aspects of a staff team as delegated by the CEO.
- Ability to analyse information and develop detailed strategies.
- High level of ability to understand and interpret agreements and relevant industrial legislation.
- Good knowledge of contemporary industrial relations issues.
- High level of skill to develop, implement and evaluate strategic and organising plans.
- Capacity to formulate timely strategic advice for the CEO.
- Demonstrated commitment to the principles and objectives of the union movement and a high level of understanding of the issues facing the union movement.
- Computer skills appropriate to the position.
- Current drivers licence.

NZNO Core Competencies

Competency	How this will be demonstrated in this role
Ethics, integrity and values	<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>
Cultural	<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 cultural and ethnicity and how culture influences behaviour.</p>
Member focus	<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>
Communication and teamwork	<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>
Problem solving	<p>Able to define problems, find causes, and help devise workable solutions.</p>
Results orientation	<p>Shows commitment to goals and delivers results, demonstrates personal initiative and motivation to achieve goals and objectives.</p>