



NEW ZEALAND NURSES' ORGANISATION

POSITION DESCRIPTION

Industrial Adviser (*Pay Equity*)

40 hours per week

- Position:** Industrial Adviser (*Pay Equity*)
- Location:** NZNO Wellington Office
- Responsible to:** Director of Campaigns
- Salary steps:** 19-21 NZNO Staff Collective Agreement

Position Purpose:

To provide specialist advocacy, support and strategic advice that advances NZNO's pay equity goals.

To advocate and support NZNO collective bargaining

Key responsibilities	Performance expectations
Provides specialist advice on pay equity and related employment issues	There is a comprehensive understanding of the Equal Pay Amendment Act and the Employment Relations Act. NZNO staff are provided with high quality advice and education on pay equity processes. Accountable for reporting on the work to the Senior Management, Board and other member groups.
Development of strategies to achieve equal pay across all sectors	Work with other strategic leads to develop NZNO strategy with specific responsibility for equal pay. Able to be politically astute identifying issues where NZNO needs to express its view or have that view acknowledged in internal or external forum. Capable of writing policy papers or submissions as appropriate.
Building relationships	External: Able to represent NZNO on external bodies and forums to articulate NZNO's views on pay equity Develop and sustain relationships with key external stakeholders and agencies Have influence in multi-union forums Internal: Work with staff and member groups on pay equity matters and collective bargaining where required.

Lead and support advocacy on pay equity	Advocacy of specific pay equity claims Support to other staff and members working on pay equity claims Develop and implement pay equity review processes and bargaining Have oversight and leadership on the implementation of the gender pay principles
Lead and advocate collective bargaining	Advocacy of designated collective bargaining consistent with the Maranga Mai! Support to other staff and members working on collective bargaining
Support NZNO Te Tiriti goals	Engage with and support Maori in the development of pay equity advocacy for Maori

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:	Chief Executive / Director of Campaigns
Internal NZNO relationships:	Senior Pay Equity Practitioner Director of Organising Communications Manager Lead Organisers Research & Policy Advisers Other NZNO staff NZNO delegates & representatives
External Relationships:	Key sector stakeholders and organisations Other health union staff

Core NZNO 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, being aware of ethnicity, being aware of how culture influences behaviour.
Member focus	Ably discovers, understands and meets needs of members, gives customers priority and responds quickly to member concerns, build positive member relationships, does not let internal organisational issues or personal feelings to interfere with member service.
Communication and teamwork	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.
Problem solving & Planning and organising work	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.
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

Leadership	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.
Political Savvy	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.
Strategic Skills	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.
Analytical Skills	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
Business or technical knowledge	Knows the business, 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 or business unit to company.

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