

NEW ZEALAND NURSES' ORGANISATION (INC)

POSITION DESCRIPTION

Lead Organiser

40 hours per week

Position: Lead Organiser

Location: Regional NZNO Offices

Salary steps: 18-20 NZNO Staff Collective Agreement

Position Purpose:

To provide support and leadership to individual organisers and organising teams in planning, implementing and reviewing the work as set out in sector, campaigns and national plans and ensuring that organising systems and processes work well in the region; and that there is effective organising engagement with other staff including Industrial Advisors, Educators, Communication and Campaigns Advisors, PNAs and Administration staff.

| Key responsibilities | Performance expectations |
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| To provide mentoring and leadership to organisers | Individual training needs are identified Organisers workplans developed and implemented with assistance including identifying SMART objectives New organisers are orientated to their work and the organisation Worksite visits used to provide support and identify skill and development issues Workload issues identified and solutions found Regular one on one meetings held to support strategies to meet work goals and identify and resolve any barriers. |
| Coordination and integration of national strategies into regional work through leading regular staff meetings, assisting with the implementation of sector and campaign plans and ensuring active organiser input into work planning. | Team discussions are actively facilitated. Organisers are engaged constructively participate in planning and follow-up. Effective communication processes are evident between and across the regional teams. Regular reviews of the work plan progress are held. Productive participation in national forums with feedback provided. Administrative support is facilitated as required. Team training and planning is scheduled. Organiser attendance and support of educational opportunities is supported. |
| Delegated regional human resources functions | Leave is planned with resultant resourcing issues identified and resolved. Processes for elevating unresolved issues is in place and applied. Work performance of team is regularly monitored and support in place to assist with |

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| | <p>achievement of goals through active mentoring and coaching.</p> <p>Expenses are approved as required by process and within delegations.</p> <p>NZNO policies and procedures are complied with, communicated and enforced proactively.</p> |
| Project / Industrial Leadership | <p>Identified project work as allocated will be undertaken and lead.</p> <p>Learning for teams facilitated on project work.</p> <p>Attendance at all relevant meetings / forum is consistent.</p> <p>Solutions are developed and raised that arise from organisers work that have national implications.</p> |
| Quality service provision | <p>Complaints are managed locally or escalated.</p> <p>Health and Safety issues monitored and reported.</p> <p>Compliance with and enforcement of NZNO policies and procedures.</p> |

Key relationships

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

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| Reports to: | Associate Industrial Services Manager |
| Internal NZNO relationships: | <p>Other Lead Organisers</p> <p>Organisers</p> <p>Professional Nursing Advisors</p> <p>Industrial Advisors</p> <p>Administration</p> <p>Lawyers</p> <p>ISM</p> <p>Campaigns</p> |
| External Relationships: | <p>Key sector stakeholders and organisations</p> <p>Other health union staff</p> <p>Sector related community organisations</p> |

Core NZNO Competencies

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| 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

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| 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. |
| Managerial Focus | 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. |
| Organisational Savvy | 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. |
| Interpersonal communication | 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; skilfully 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. |

Accepted _____ Date _____

Approved _____ Date _____

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