

## POSITION DESCRIPTION

### *Kaitiaki Nursing New Zealand Co-Editor*

**Position: Co-editor (0.6 full-time-equivalent/24 hours per week).**

**Location: *Wellington***

The New Zealand Nurses Organisation Tōpūtanga Tapuhi Kaitiaki o Aotearoa (NZNO) is the lead professional union for nurses and other healthcare workers. 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 & responsibilities**

*Kaitiaki Nursing New Zealand (Kaitiaki)* is a national nursing online publication, published by NZNO. Its focus is nursing news, practice, education, policy and the wider health context, particularly the role of nurses and nursing in delivering equitable care to all New Zealanders. It also focuses on employment conditions and campaigns to improve pay and conditions for all members. It is the journal of record for the activities of NZNO. Its aim is to raise the profile of nurses and ensure the nursing voice is heard at all political and decision-making levels.

*Kaitiaki* has been in continuous publication since it was launched in 1908 and became an online-only publication in early 2022.

*Kaitiaki* is seeking an experienced journalist with knowledge of and/or connections to te ao Māori for a part-time role in its small co-editorial team.

#### **Key responsibilities:**

##### **Editorial**

Work collaboratively to plan content reflecting diversity of membership, NZNO mahi and nurses' practice specialties.

Synthesise complex experiences/events/ ideas/views into informative, interesting copy, using journalistic judgement to ensure fairness and relevance.

Write news stories, features, profiles and occasional opinion pieces.

Maintain accuracy and balance in all copy.

Commission and edit articles from members and health experts, including nursing academics and clinical practitioners.

Edit articles in consultation with authors, reworking when necessary, and ensuring clinical accuracy.

Takes or source photos to accompany articles.

Proof all content.

Understand and navigate the complexities of working as a journalist within a union.

Familiarity working with Wordpress websites an advantage.

#### **Bicultural:**

Develop relationships with Māori leaders and members in nursing practice, education and policy, and in the wider health arena.

Ensure the voice of Māori is represented throughout *Kaitiaki*.

Ensure the content of *Kaitiaki* reflects NZNO's commitment to a bicultural partnership.

Ensure a te Tiriti o Waitangi and equity lens are applied to all content.

Work with Te Rūnanga o Aotearoa to ensure the mahi and objectives of NZNO Māori members are reflected in *Kaitiaki*.

#### **Advertising**

Liaises with advertising manager on advertising content and placement.

#### **Social media**

Maintains *Kaitiaki* Facebook page to ensure it is up to date and relevant to members.

### **Key relationships**

All NZNO employees have a responsibility for managing relationships in some or all of the key sectors we work with. The co-editors work with NZNO campaigns and communications advisers to ensure the effective dissemination of information to members through *Kaitiaki* and other outlets.

In the co-editor's role, the key relationships to be developed are as follows:

<b>Reports to:</b>	Communications manager
<b>Internal NZNO relationships:</b>	<i>Kaitiaki</i> co-editors Chief executive and management team. Communications and campaigns staff. Professional services staff. Industrial services staff. Te Poari. NZNO board of directors. Sector groups. Administration support staff.
<b>External relationships:</b>	NZNO members. Member groups. Nursing and health organisations. Relevant ministers, MPs and Government ministries and their communications staff.

<b>Role requirements</b>	<ul style="list-style-type: none"> <li>• Strong journalism, editing and proofing skills.</li> <li>• Strong connections to te āo Māori.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Awareness of journalistic principles of accuracy, neutrality, balance, fairness, and members' right to know.</li> <li>• Confidence working within the digital space.</li> <li>• Understanding of media law.</li> </ul>
<b>Person specifications</b>	<ul style="list-style-type: none"> <li>• Able to work autonomously and under pressure.</li> <li>• Committed to a collaborative and consultative style of working, respecting the co-editorship model.</li> <li>• Courage in publication decisions and confidence in justifying them.</li> <li>• Resilient in the face of member, staff and public response to content and editorial decisions.</li> <li>• Adheres to <a href="#">E Tū's codes of ethics</a> for journalists.</li> <li>• A sense of humour is a valuable asset.</li> </ul>

## Core NZNO Competencies

<b>Ethics, integrity and values</b>	<p>Supports NZNO <a href="#">vision and values</a></p> <p>Acts with professionalism, integrity, honesty and respect.</p>
<b>Cultural</b>	<p>A te Tiriti-guided approach to restoring tino rangatiratanga to tāngata whenua o Aotearoa including equitable health outcomes.</p> <p>Supports diversity and inclusivity.</p> <p>Is aware of cultural safety, tikanga Māori, te reo Māori and Māori health inequities.</p>
<b>Member focus</b>	<p>Builds positive member relationships, acts in a professional manner at all times.</p>
<b>Communication and teamwork</b>	<p>Relates well to people, sensitive to the needs of the organisation, handles conflict while preserving rapport, works well with a diverse workforce.</p>