INFORMATION PACKAGE

FOR

Regional Organiser

POSITION

Based in Toowoomba

Written applications for the position should be in the hands of Rebecca Stoodley, Human Resources Advisor by COB Tuesday 28th February 2017
Regional Organiser

- 12 month temporary full-time contract
- Proud not-for-profit organisation
- Based in Toowoomba with competitive salary & benefits

Summary: Help us promote and defend the industrial, professional, social, political and democratic interests of QNU members – join the QNU as a temporary Regional Organiser.

Classification: Healthcare & Medical
Sub-classification: Other

About the QNU

The Queensland Nurses' Union (QNU) is the industrial and professional organisation for nurses and midwives working in public and private health and aged care in Queensland. The QNU seeks to promote and defend the industrial, professional, social, political and democratic interests of over 54,000 members. We have over 150 employees including organisers, professionals and administrative personnel, and manage a multi-million dollar operating budget.

About the Role

We are searching for a talented and passionate Regional Organiser for a 12 month full-time contract to be based at our Toowoomba office. Travel will be required around Toowoomba and rural areas around the Southern and Northern Downs. Reporting to Regional Organiser Team Leader you will primarily be responsible for the facilitation of QNU member workplace activity in the pursuit of industrial and professional advancement for nurses and midwives including the planning, implementing and reporting on campaigns and mapping. Inextricably linked to this is the core role of new member recruitment, retention and workplace delegate support. The Regional Organiser pursues these activities through direct workplace, member and delegate contact including the establishment of branches. In addition to this, as the Regional Organiser, you will represent members individually (as required) and collectively in workplace disputes.

About You

An astute communicator who is able to build rapport with members quickly, you will have the capability to work both independently and collaboratively as part of a small team. To be successful in this role you will possess:

- Member of the QNU/ Australian Nursing Federation and registered with APHRA;
- Significant experience within a range of nursing and/or midwifery roles;
- Demonstrated knowledge of contemporary nursing and/or midwifery practice;
- Demonstrated knowledge of the health industry generally;
- Demonstrated knowledge of the industrial relations system generally;
- Strong public speaking skills;
- Sound negotiation skills;
- Ability to write reports, submissions and other business correspondence;
- Demonstrated history of activism within the QNU or other nursing/midwifery union and demonstrated commitment to trade unionism;
• Demonstrated ability to critically analyse, evaluate, problem solve and articulate a logical and clear position on an issue;
• Demonstrated ability to be self-directed, establish priorities, use initiative and be proactive in raising and dealing with issues; and
• An ability to travel away from home for up to five nights at a time and a current driver’s license is required

What we Offer

You will be joining a values driven union which *advocates for nurses and midwives and for those in their care*, offers challenging opportunities and a supportive team environment in addition to a variety of benefits, including:

- Attractive salary package including salary sacrifice options;
- Work/life balance with flexible working arrangements including accrued days off;
- Health and Wellness initiatives including vaccinations;
- Access to a free, confidential counselling service through our EAP provider; and
- Generous leave entitlements.

How to Apply

If you would like to request an information pack or have any questions in relation to this vacancy, please either send an email to hr@qnu.org.au, or refer to our QNU jobs page at the following link: [http://www.qnu.org.au/QNU/About_Us_Members/QNU_jobs_Members/QNU/About_Us/QNU_jobs.aspx?hkey=78aba232-98d2-4e51-a22f-10600cbe50fa](http://www.qnu.org.au/QNU/About_Us_Members/QNU_jobs_Members/QNU/About_Us/QNU_jobs.aspx?hkey=78aba232-98d2-4e51-a22f-10600cbe50fa) or refer to the information pack as attached below.

To apply, email your resume and cover letter clearly addressing how you meet the "About You" section outlined in the above advertisement to hr@qnu.org.au using the subject line: *Regional Organiser application via EthicalJobs*.

All applications should be addressed to Rebecca Stoodley, Human Resources Advisor. For further information about the QNU, head to our website [www.qnu.org.au](http://www.qnu.org.au)

Applications close **COB Tuesday 28th February 2017**.
Queensland Nurses’ Union -
Information Package
Member Organiser
February 2017

POSITION DESCRIPTION –Organiser

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Organiser</th>
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<tbody>
<tr>
<td>Team:</td>
<td>Organising and Professional Services</td>
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<tr>
<td>Location:</td>
<td>Various</td>
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<tr>
<td>Reports To:</td>
<td>Regional Organiser Team Leader</td>
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<tr>
<td>Supervises:</td>
<td>No staff supervision responsibilities</td>
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Organisational Environment

The Queensland Nurses’ Union (QNU) is the industrial and professional organisation for nurses and midwives working in public and private health and aged care in Queensland. The QNU seeks to promote and defend the industrial, professional, social, political and democratic interests of over 54,000 members. QNU employs approximately 150 staff including organisers, professionals and administrative personnel, and has a multi-million dollar operating budget.

Organisers report to the relevant organising Team Leader and are part of the Organising and Professional Services Group. The Organising and Professional Services Group comprises of a large team of regional and Brisbane-based Organisers, and Professional Officers.

Job Purpose

Organisers are primarily responsible for the facilitation of QNU member workplace activity in the pursuit of industrial and professional advancement for nurses and midwives. Inextricably linked to this is the core role of new member recruitment, retention and workplace delegate support. The organiser pursues these activities through direct workplace, member and delegate contact. Organisers represent members individually (as required) and collectively in workplace disputes. The principles of member recruitment and retention underpin this and all positions within the QNU.

Key Accountabilities

<table>
<thead>
<tr>
<th>Description</th>
<th>Performance Criteria</th>
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<tbody>
<tr>
<td>Plan, implement and report on campaigns and mapping</td>
<td>Multi-faceted campaigns (industrial, professional, political) at the workplace level are well planned and appropriately resourced</td>
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Identify potential campaign issues to relevant Officials, Team, Team Leader and/or Senior Organiser

Analyse and prioritise campaign issues using a SWOT framework

Identify organising, industrial, professional, social, political and democratic objectives for campaigns
<table>
<thead>
<tr>
<th>Description</th>
<th>Performance Criteria</th>
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<tbody>
<tr>
<td>Develop and implement campaign plan, including timelines for action, communication plans and tactics</td>
<td>Campaigns meet their intended objectives</td>
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<td>Ensure that accurate Unison records are maintained</td>
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<tr>
<td><strong>Recruitment</strong></td>
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<tr>
<td>Undertake direct recruitment of members</td>
<td>New members recruited and existing members maintained</td>
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<tr>
<td>Identify target recruitment sites in line with team and operational objectives and undertake mapping activities to identify opportunities</td>
<td>Adherence to reporting requirements</td>
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<tr>
<td>Collaboratively develop, implement, review and report on recruitment campaigns</td>
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<tr>
<td><strong>Develop member activism and engagement through direct QNU Activist support and establishment of branches</strong></td>
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<td>Undertake mapping activities to identify activists and gaps in areas and develop plan to increase activists</td>
<td>Support QNU local branches with necessary resources to build self-sufficient workplaces</td>
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<td>Implement activist development plans (including facilitating attendance at QNU training and developing individual plans of activity post training)</td>
<td>Educate members, particularly activists about the QNU’s democratic structures and processes</td>
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<tr>
<td>Develop and maintain local branches</td>
<td>Activists’ post training plans are implemented and regularly monitored</td>
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<td><strong>Directly represent, negotiate and advocate for members individually (as required) or collectively</strong></td>
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<td>Negotiate enterprise agreements or other employment contracts, entitlements or conditions in accordance with team strategic plans</td>
<td>Adherence to relevant policies regarding service standards for members</td>
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<td>Respond to members in a timely way and provide them with a realistic expectation of the process and options for resolution</td>
<td>Compliance with industrial and policy framework</td>
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<tr>
<td>Identify and research relevant sources of information to represent and advocate for members</td>
<td>Identification of relevant sources</td>
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<tr>
<td>Work within the relevant state and federal legislation, awards and agreements, QNU rules and policies</td>
<td>Demonstrate working knowledge of issues relevant to the sector/s</td>
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<tr>
<td><strong>Organisational</strong></td>
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<td>Liaise with relevant officials to determine appropriate management of matters</td>
<td>Contribute to the overall performance of the QNU</td>
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<td>Participate in internal and external committees as required</td>
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<tr>
<td>Adherence to all QNU policies and procedures</td>
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<tr>
<td>Ensure work undertaken is consistent with the QNU vision, mission and values statement and strategic plan</td>
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Queensland Nurses’ Union -
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Position Dimensions
Staff Reporting: Nil
Indirect reports: Nil

Decision Making Authority
Signing authority on expenditure: As per delegations policy
Policy: Interprets and applies policies, develops new policies for formal approval
Staffing: Nil
Operational: The position prioritises workloads of self within agreed standards and timeframes

Key Skills, Experience and Qualifications

- Member of the QNU/ Australian Nursing Federation and registered with APHRA
- Significant experience within a range of nursing and/or midwifery roles
- Demonstrated knowledge of contemporary nursing practice
- Demonstrated knowledge of the health industry generally
- Demonstrated knowledge of the industrial relations system generally
- Strong public speaking skills
- Sound negotiation skills
- Ability to write reports, submissions and other business correspondence
- Demonstrated history of activism within the QNU or other nursing/midwifery union
- Demonstrated ability to critically analyse, evaluate, problem solve and articulate a logical and clear position on an issue
- Demonstrated commitment to trade unionism
- Demonstrated ability to work as a team member and take a collaborative approach to work
- Demonstrated ability to research, critically analyse, evaluate and reach sound conclusions and provide viable options
- Demonstrated ability to be self-directed, establish priorities, use initiative and be proactive in raising and dealing with issues
- An ability to travel away from home for up to five nights at a time and a current driver’s license is required

Other Information

- QNU is an equal opportunity employer and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying
- Applicants are expected to be committed to the principles of unionism generally and the QNU’s values http://www.qnu.org.au/your-union/about-us/statement-of-union-values
- Applicants will be expected to comply with Expectations of QNU Staff
- Smoking is prohibited in all QNU buildings and vehicles
- Further information may be found at http://www.qnu.org.au
QUEENSLAND NURSES UNION OF EMPLOYEES

GENERAL INFORMATION

The Queensland Nurses’ Union (QNU) currently has over 54,000 nurses and midwives in membership in Queensland. The QNU has regional offices in Townsville, Rockhampton, Bundaberg, Toowoomba and Cairns and satellite offices on the Sunshine Coast and Gold Coast as well as the Brisbane Head Office.

A No Smoking policy exists in all QNU offices and at all QNU meetings.

Car parking is not available at the QNU office.

HOURS OF WORK

While the QNU actively promote work life balance, the hours of work for all salaried officials shall not be fixed, but shall be in accordance with reasonable expectations of employees in similar salaried occupations. The QNU provides one day off with pay for every 20 paid days as compensation for travel, attendance at meetings and the nature of the working hours.

ABOUT THE QNU

The QNU is the principal Union in Queensland with the legal capacity to improve and protect nurses’ wages and working conditions. The QNU is one of the largest Unions in Queensland, is the Union with the largest membership in the health sector and has the largest female membership of any Queensland Union.

The Queensland Nurses’ Union is registered under industrial relations legislation at both the state and federal level as a ‘Union of Employees’.

At the state level, the QNU is formally registered as the Queensland Nurses’ Union of Employees and at the federal level we are registered as the Australian Nursing and Midwifery Federation (QNU Branch).

The rules which govern the activities of the QNU are formally registered and set out our objectives, role, responsibilities, structure and processes. The registered rules of the QNU may be amended by a majority of Council provided Council has been given 5 days notice of proposed amendments. The Secretary may conduct a ballot of members of Council in relation to any proposal to amend the rules. Our rules must conform to relevant state and federal legislation.

QNU MISSION STATEMENT

The Queensland Nurses’ Union – the Union for Nurses and Midwives - promotes and defends the industrial, professional, social, political and democratic values and interests of members.

This mission statement is based on the objectives of the Union which are contained in the QNU’s registered rules. Our objectives are broad and reflect the fact that our activities are not confined to the industrial arena. All the activities undertaken by the QNU are founded on our objectives.
Statement of Queensland Nurses' Union Values  
QNU Conference 2009

PREAMBLE

The QNU unites members to work together to achieve security and fairness in the workplace and fairness, equality and opportunity in the community. We promote the recognition and acceptance of the legitimacy of the core nursing values of caring, professionalism, advocacy and holism as central to the identity and social contribution of nursing.

In accordance with the ACTU Congress 2009 resolution that committed Unions to the needs and interests of all working Australians and their families, the QNU also commits to the following:

FAIRNESS, EQUALITY AND OPPORTUNITY IN THE COMMUNITY

1. The QNU believes in a democratic Australia, which values all citizens and their aspirations.

2. The QNU believes in the right of all citizens to employment and a decent standard of living – to a fair share of the nation’s wealth.

3. The QNU believes that every Australian must have access to free, quality public health care and education, regardless of their socio-economic circumstances.

4. The QNU believes that families and individuals must be guaranteed decent minimum living standards through the social security and taxation systems.

5. The QNU believes that all Australians must have access to decent and affordable housing.

6. The QNU believes in the right of all Australians to a rich and rewarding life outside work including a secure and dignified retirement.

7. The QNU respects the fact that indigenous Australians are the original owners of our land, and that reconciliation between indigenous and non-indigenous Australians is a vital goal.

8. The QNU believes in a multi-cultural Australia.

9. The QNU believes in a sustainable environment.

10. The QNU is opposed to discrimination in all forms including that based on race, religion, ethnicity, gender, disability, sexual preference and political beliefs.

11. The QNU believes that all Australians must be treated equally by the law and have access to legal representation as a right.

12. The QNU believes that governments have a central role in ensuring fairness, equality and opportunity throughout the community.

13. The QNU is committed to Australia’s participation in international cooperation to promote peace, security, human rights, labour standards and prosperity through fair trading arrangements.
SECURITY AND FAIRNESS IN THE WORKPLACE

1. The QNU believes that workplaces should be safe, secure, healthy and free of harassment, intimidation, violence and discrimination.

2. The QNU believes that workers should have a right to a decent wage and fair working conditions.

3. The QNU believes that all workers have a right to secure employment and protection against unfair dismissal or unfair treatment by the employer.

4. The QNU believes that workers should have the right to join and be represented by a Union.

5. The QNU believes that all employees should have the right to bargain collectively.

6. The QNU believes that workplace Union representatives should have rights enabling them to carry out their role.

7. The QNU believes that Unions should have the right to recruit, organize and represent workers.

8. The QNU believes that workers should be consulted and informed about issues affecting their employment.

9. The QNU believes that Australian businesses and their executives have a responsibility to engage in legal and ethical conduct and environmentally sustainable practices at all times with employees, stakeholders and the community.

10. The QNU believes that working parents must have access to good quality, affordable child care.

11. The QNU believes that working parents have a right to employment standards that enable them to manage work and family.

12. The QNU believes that working parents must have the time and opportunity to form and maintain relationships with their children which foster the child’s development.

13. The QNU believes that officers and representatives of this and other Unions should conduct themselves in a manner consistent with this Statement of Australian Union Values.