

## POSITION DESCRIPTION



# COI Secretariat Support

### Organisational environment

Integral to the Australian College of Nursing's (ACNs) core business is the engagement of ACN members to enable ACN to act as a conduit between the nursing profession, government bodies, nursing and health related organisations and other stakeholders.

Communities of Interest (COI) are groups of ACN members who share a similar area of practice or professional interest, and operate on a national basis without the traditional restraints of State, Territory and local government borders. COIs facilitate an exchange of information and advice to ACN on a particular area of practice or professional interest and advise, promote and represent ACN as required.

COIs provide opportunities for members to enhance their knowledge and keep up to date with latest news and research findings, identifications of best practice and major policy developments, as well as engage in professional development and networking with other members who share their area of professional interest. Moreover, COIs foster engagement between members and ACN; essential to ACNs core business.

### Values and Representation

ACN is the pre-eminent and national leader of the nursing profession and a community of dynamic and passionate nurses. We are committed to our intent of advancing nurse leadership to enhance healthcare and strongly believe that all nurses, regardless of their job title or level of seniority, can be leaders. By doing this, we build a strong collective voice for nursing and command the respect and recognition our profession deserves.

When you are offered a position within a Leadership Team you take on the responsibility of not only representing ACN, but the nursing profession. Through your expertise you are helping to shape feedback on key issues impacting on, or involving, nursing. It is also important that you uphold ACNs values and are professional and respectful in your approach while in your capacity as COI Chair.

- Only speak to policies aligned with ACN's policy positions
- Represent ACN with dignity and professionalism
- Do not make media statements without the express approval of ACN

## Position overview

Working with ACN via the COI Chair and Member Engagement Coordinator, the Secretariat Support is responsible for ensuring the functioning of the Leadership Team in a smooth, professional manner; recording and circulating meetings minutes, and keeping track of the COIs budget. The Secretariat Support works collaboratively with the other members of the Leadership Team to create adequate opportunities for networking and professional development in alignment with the goals of ACN; supporting policy agendas and initiatives, posting on the *neo* forum, and welcoming new members. The position has a tenure of two years, though this tenure can be extended at the discretion of ACN and with the agreeance of the fellow/member.

## Objectives and Key Results (OKRs)

OKRs are similar to KPIs, however OKRs outline and intrinsically link objectives with the measurable key results (aka KPIs) that define the achievement of each objective. OKRs represent goals and define the measurable steps you are expected to take towards achieving those goals.

<b>Objective/s</b>	<b>Key Result/s</b>
<ul style="list-style-type: none"> <li>• Help to identify, plan and implement activities that create opportunities for professional development related to the area of practice for members of the COI</li> <li>• Work collaboratively with the Leadership Team to support and foster ACN leadership programs, such as but not limited to the Emerging Nurse Leader and Mid-Career Leadership Programs</li> <li>• Work collaboratively with the Leadership Team to retain existing members and encourage new member growth</li> </ul>	<p style="text-align: center;"><b>Hold at least one CPD event per calendar year quarter</b></p> <p style="text-align: center;"><i>Examples include webinars, podcasts and round-table discussions. Please note, networking events do not qualify for CPD</i></p> <p>Leadership Teams must communicate their plans to ACN in a timely fashion to ensure events are facilitated smoothly and effectively</p>
<ul style="list-style-type: none"> <li>• Work collaboratively with the Leadership Team to create opportunities for members of the COI to contribute their ideas and suggestions to relevant projects such as policies responses, position statements and educational curriculum</li> <li>• Promote ACN as a professional membership organisation for all nurses and students at every stage of their career</li> </ul>	<p style="text-align: center;"><b>Work with the Leadership Team to formulate and circulate the COIs Vision document in which the COIs purpose, mission and vision are stated.</b></p>

Objective/s	Key Result
<ul style="list-style-type: none"> <li>• Network and try to establish professional contact with healthcare leaders of organisations relevant to your COI, extending and seeking support for initiatives towards improving healthcare</li> <li>• Drive policy agendas that are in alignment with the goals of ACN</li> <li>• Take a proactive approach in adding to the contemporary, evidenced based discourse and policy on a local, State / Territory or national level. This work can result in important outcomes which help to advance the profession, such as Position Statements or White Papers.</li> </ul>	<p><b>Work with the Leadership Team to plan and circulate the COIs key evidenced-based 12-month priorities and goals at the end of each year for the following year</b></p>
<ul style="list-style-type: none"> <li>• Periodic communication to all COI members updating them on the initiatives and activities of the COI</li> <li>• Ensure members are informed of relevant developments in the health and aged care sector</li> <li>• Encourage the use of <i>neo</i> as the primary social media platform. Preferably through the ACN-<i>neo</i> app, however web-based access to <i>neo</i> is also acceptable</li> </ul>	<p><b>Be responsive to members' posts on the <i>neo</i> forum</b></p>
<ul style="list-style-type: none"> <li>• Help ACN to identify subject matter experts from the COI to attend events, meetings and functions and contribute to policy projects or CPD events</li> </ul>	<p><b>Meet with your Leadership Team on a monthly basis</b></p>
<ul style="list-style-type: none"> <li>• Notify ACN of changes in offices of relevant government and non-government organisations</li> <li>• Liaise with ACN when third parties are seeking paid promotion of their activity or when other organisations/parties are seeking mutually beneficial professional collaboration</li> <li>• Inform ACN of any support required by the Leadership Team and/or COI more broadly</li> </ul>	<p><b>Assist the Deputy Chair to submit quarterly report to ACN via online platform</b></p> <p><i>This is actioned by the Deputy Chair; however, the Secretariat Support is responsible for providing any assistance that may be required</i></p>

Objective/s	Key Result
<ul style="list-style-type: none"> <li>• Working with the Chair, explore new and innovative ways that will enhance the COIs budget and support future COI events/activities benefiting the members.</li> <li>• Help the Chair to identify any need for funding and discuss any recommended potential sponsors with the ACN Engagement team <i>(Engagement team will facilitate introduction to Partnerships team to progress this work)</i></li> </ul>	<p style="text-align: center;"><b>Manage the COIs budget</b> <i>A Region Profit and Loss balance tracker will be made available for the Leadership Team to assist in managing the budget</i></p>

### Criteria: Skills, Competencies and Experience

- Be an ACN Fellow or Member
- Completion of the ACN Representation Module
- Passion to represent the profession
- Commitment and flexibility to work voluntarily to support ACN; between 3-6 hours per week is required, depending on the COIs priorities and commitments
- Demonstrated ability to contribute positively to and lead a team
- Self-motivated with a willingness to learn new skills and ways of working
- Understanding of the role and functions of the COI
- Knowledge of contemporary issues in nursing and health care
- Interpersonal and teamwork skills

### ACN Support

ACN is fully dedicated to supporting the Secretariat Support to the best of our ability through support mechanisms.

- Operational Guidelines for Leadership Teams document to help guide Leadership Team
- Monthly forum to connect with other Chairs, share ideas and ask for support and advice
- Access to a dedicated *neo* forum
- Access to a dedicated Member Engagement Coordinator
- Access to a dedicated Zoom Pro account with webinar capability to facilitate meetings, CPD events and other COI related gatherings
- Access to a profit and loss tracker\*
- Access to a membership dashboard\*

*\*Work in progress. Release date to be advised*

## Benefits and opportunities of the role

ACN fully appreciates the hard work and dedication our Leadership Team members display for the good of advancing the profession. As such, certain benefits and opportunities are available to Leadership Team members.

- An ACN email account and business cards for ACN related business
- Professional profiling in ACN publications and on the ACN website recognising loyalty of our volunteers
- Opportunity to lead an inspired group of professionals who are associated with an internationally acknowledged organisation
- Invitations to exclusive ACN events
- Access to a 20% discount on ACN's National Nursing Forum (NNF) registration fee when Key Results are met

Signed \_\_\_\_\_

Date \_\_\_\_\_