

POSITION DESCRIPTION



Region 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.

Regions provide opportunities for members to network, focus on regional/state issues related to health and nursing, and facilitate continuing professional development (CPD) opportunities for members locally. Furthermore, Regions facilitate the exchange of information and advice on issues related to health and nursing between members of the Region and ACN, and 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 Communication Coordinator.

- 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 Region 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 Regions 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;

helping to organise CPD and non-CPD events, 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.

Objectives	Key Result
<ul style="list-style-type: none"> • Help to plan and implement activities that create opportunities for professional development for members of the Region • Work collaboratively with the Leadership Team to create opportunities for members of the Region to contribute their ideas and suggestions to relevant policies and position statements • Work collaboratively with the Leadership Team to retain existing members and encourage new member growth 	<p style="text-align: center;">Hold at least one CPD event per calendar year quarter</p> <p style="text-align: center;"><i>Examples include webinars, presentations 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"> • Work collaboratively with the Leadership Team to organise gatherings and celebratory events for members and non-members • Promote ACN as a professional membership organisation for all nurses and students at every stage of their career • Network and try to establish professional contact with healthcare leaders of organisations within the Region, extending and seeking support for initiatives towards improving healthcare • Examples include networking functions and significant nursing celebrations E.g. International Nurses Day events 	<p style="text-align: center;">Hold at least one non-CPD event per calendar year quarter</p> <p>Leadership Teams must communicate their plans to ACN in a timely fashion to ensure events are facilitated smoothly and effectively</p>

Objectives	Key Result/s
<ul style="list-style-type: none"> 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 	<p>Be responsive to members' posts on the <i>neo</i> forum</p> <p><i>This is normally actioned by the Communication Coordinator, however the Secretariat Support can also action this</i></p>
<ul style="list-style-type: none"> Support the Chair with the implementation of their strategic priorities as needed Help ACN to identify representatives from the Region to attend events, meetings and functions Ensure proper reporting and governance 	<p>Meet with your Leadership Team on a monthly basis</p> <p>Record minutes of all Leadership Team meetings and circulate to other Team members and ACN</p>
<ul style="list-style-type: none"> Notify ACN of changes in offices in various government and non-government organisations within the Region Liaise with ACN on policy issues. Notify ACN of policy changes occurring in the Region/State Inform ACN of any support required by the Leadership Team and/or Region more broadly 	<p>Assist the Deputy Chair to submit quarterly report to ACN via online platform</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>
<ul style="list-style-type: none"> Working with the Chair, explore new and innovative ways that will enhance the Region's budget and support future Region events/activities benefiting the members. 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>) 	<p>Manage the Region's budget</p> <p><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 Region's priorities and commitments
- Demonstrated ability to contribute positively to and help lead a team
- Self-motivated with a willingness to learn new skills and ways of working
- Understanding of the role and functions of the Region
- Knowledge of contemporary issues in nursing and health care
- Interpersonal and teamwork skills

ACN Support

ACN is fully committed 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
- 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 Region 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 _____