Professional Research Officer

Brisbane Office

Written applications for the position should be addressed to Rebecca Stoodley, Human Resources Advisor by 4pm Monday 18th September, 2017
Professional Research Officer

- Permanent full-time position
- Proud not-for-profit organisation
- Based in Brisbane with competitive salary & benefits

Summary: Use your research skills in this high level strategic position contributing to the strategic development process for the professional status of nurses and midwives!

Classification: Healthcare & Medical
Sub-classification: Other

About the QNNU

The Queensland Nurses and Midwives' Union (QNNU) is the industrial and professional organisation for nurses and midwives working in public and private health and aged care in Queensland. The QNNU seeks to promote and defend the industrial, professional, social, political and democratic interests of over 57,000 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 currently recruiting for an experienced and passionate Professional Research Officer on a permanent full-time basis. Reporting to the Director, Organising and Professional Services, the primary purpose of this position is the advancement and development of the professions of nursing and midwifery through the identification, development and undertaking of professional research projects.

More specifically the position is responsible for developing a framework for research project management, taking a lead role in approved professional research projects and ensuring that staff, council, members and the wider community are appropriately briefed on relevant professional research opportunities.

This position is a high level strategic position which actively contributes to the strategic development process regarding the professional status of nurses and midwives in Queensland.

About You

Working with the relevant internal stakeholders and as part of a cohesive team, you will have a professional approach, with the confidence to roll up your sleeves and get the job done. To be successful in this role you will possess:
- Current registration with AHPRA (RN Division One or Midwife);
- Demonstrated commitment to QNNU's values and principles;
- Advanced qualifications in nursing, midwifery or research highly desirable;
- Prior experience in a research or policy role within nursing or midwifery;
- Demonstrated knowledge of contemporary nursing and/or midwifery theory and practice;
• Demonstrated knowledge of the key elements of project management and demonstrated experience successfully applying them;
• Demonstrated knowledge of political and policy making processes;
• Demonstrated ability to develop and publicly articulate a strategic approach to issues affecting nursing practice;
• Well-developed analytical skills and the ability to provide expert-level written submissions, reports, briefing papers, policy statements and other material;
• Expertise in outcomes-focused research and evaluation with demonstrated experience in a range of research methodologies;
• High-level written and oral communication and presentation skills;
• Demonstrated commitment to trade unionism;
• Demonstrated ability to work as a team member and take a collaborative approach to work;
• 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

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;
• A commitment to professional development; and
• Generous leave entitlements

How to Apply

To apply, please submit your resume and cover letter addressed to Rebecca Stoodley, Human Resources Advisor to hr@qnmu.org.au Application should clearly address how you meet the “About You” section outlined in the above advertisement.

If you have any questions or would like to request an information pack, please either send an email to hr@qnmu.org.au or refer to our QNMU jobs page at the following link:- www.qnmu.org.au/QNMUJobs

For any questions in relation to this position, please contact Rebecca Stoodley, Human Resources Advisor on 07 3099 3251.

For further information about the QNMU, head to our website www.qnmu.org.au

“The QNMU is an Equal Opportunity Employer and encourages women, people of Aboriginal or Torres Strait Island descent, people with a disability and people from non-english speaking backgrounds to be part of an organisation that promotes a diverse and safe workplace environment”. Selection for all vacancies is made on the basis of merit”.

Applications close 4pm Monday 18th September, 2017.
Organisational environment

The Queensland Nurses and Midwives' Union (QNMU) is the industrial and professional organisation for nurses and midwives working in public and private health and aged care in Queensland. The QNMU seeks to promote and defend the industrial, professional, social, political and democratic interests of over 57,000 members. We have over 150 employees including organisers, professionals and administrative personnel, and manage a multi-million dollar operating budget.

The Professional Research Officer reports to the Assistant Secretary and is part of the Organising and Professional Services Group. This Group comprises of a large team of regional and Brisbane-based Organisers and Professional Officers.

Job purpose

The primary purpose of this position is the advancement and development of the professions of nursing and midwifery through the identification, development and undertaking of professional research projects. More specifically the position is responsible for developing a framework for research project management, taking a lead role in approved professional research projects and ensuring that staff, council, members and the wider community are appropriately briefed on relevant professional research opportunities.

The position is a high level strategic position which actively contributes to the strategic development process regarding the professional status of nurses and midwives in Queensland. The principles of member recruitment and retention underpin this and all positions within the QNMU.
## Key accountabilities

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<th>Description</th>
<th>Performance Criteria</th>
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<tr>
<td><strong>Strategic Planning and Implementation</strong></td>
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<td>Within the priorities of the strategic plan, identify opportunities for the advancement of professional practice and policy for nursing and midwifery</td>
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<td>Provide strategic advice to the Secretary, Assistant Secretary and officials on nursing and midwifery research and policy development</td>
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<td>Identify and propose research opportunities and requirements for suitable projects</td>
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<td><strong>Coordinate and Undertake Research</strong></td>
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<tr>
<td>Lead, coordinate and undertake approved professional research projects</td>
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<td>Develop and maintain a framework for research project management</td>
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<td>Maintain awareness of and develop new knowledge about contemporary nursing and midwifery practice issues through self-directed research and learning</td>
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<td>Coordinate and work with external researchers to provide professional, cost-effective research</td>
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<td>Provide advice about research to be undertaken or commissioned by the QNMU</td>
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<td>Participate in the development of resources and materials for QNMU communication, as required</td>
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<td><strong>Briefings, Submission and Reporting</strong></td>
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<tr>
<td>Provide expert level briefings to internal staff and Council on relevant professional research development and opportunities</td>
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<td>Prepare specialist, timely and accurate research reports, briefings and presentations on emerging issues as requested and where relevant to progressing QNMU priority issues</td>
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<td>Assist in the preparation of submissions to government departments and government inquiries in relation to nursing, midwifery and health issues, as directed</td>
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<td><strong>Professional Advocacy and Networking</strong></td>
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<tr>
<td>Identify opportunities and participate in seminars, conferences and other events to highlight the QNMU’s leadership role in the professions of nursing and midwifery research</td>
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<td>Identify and maintain key networks in the nursing and midwifery research community</td>
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Queensland Nurses and Midwives’ Union - Information Package
Professional Research Officer

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<th>Organisational</th>
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<td>Create and maintain an inclusive environment free of bias, which welcomes diversity and enables staff to succeed</td>
<td>An inclusive environment is evident within the team</td>
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<tr>
<td>Model a positive attitude regarding cultural diversity</td>
<td>A positive attitude supporting cultural diversity is evident through staff meetings and communications with all staff</td>
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**Position dimensions**

Staff Reporting: Nil
Indirect reports: Nil

**Decision making authority**

Signing authority on expenditure: Nil
Policy: Interprets and applies policies, develops new policies for formal approval
Staffing: Nil
Operational: The position prioritises own workload within agreed standards and timeframes

**Key skills, experience and qualifications**

- Current registration with AHPRA (RN Division One or Midwife)
- Demonstrated commitment to QNMU’s values and principles;
- Advanced qualifications in nursing, midwifery or research highly desirable
- Prior experience in a research or policy role within nursing or midwifery
- Demonstrated knowledge of contemporary nursing and/or midwifery theory and practice
- Demonstrated knowledge of the key elements of project management and demonstrated experience successfully applying them
- Demonstrated knowledge of political and policy making processes
- Demonstrated ability to develop and publicly articulate a strategic approach to issues affecting nursing practice
- Well-developed analytical skills and the ability to provide expert-level written submissions, reports, briefing papers, policy statements and other material
- Expertise in outcomes-focused research and evaluation with demonstrated experience in a range of research methodologies
- High-level written and oral communication and presentation skills
- Demonstrated commitment to trade unionism
- Demonstrated ability to work as a team member and take a collaborative approach to work
- 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
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Other information

- QNMU is an equal opportunity employer and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying. The QNMU encourages women, people of Aboriginal or Torres Strait Island descent, people with a disability and people from non-English speaking backgrounds to be part of an organisation that promotes a diverse and safe workplace environment. Selection for all vacancies is made on the basis of merit.
- Applicants are expected to be committed to the principles of unionism generally and the QNMU’s values [www.qnmu.org.au/OurValues](http://www.qnmu.org.au/OurValues)
- Applicants will be expected to comply with Expectations of QNMU Staff
- Smoking is prohibited in all QNMU buildings and vehicles

Further information may be found at [http://www.qnmu.org.au](http://www.qnmu.org.au)
QUEENSLAND NURSES AND MIDWIVES’ UNION OF EMPLOYEES

GENERAL INFORMATION

The Queensland Nurses and Midwives’ Union (QNMU) currently has over 57,000 nurses and midwives in membership in Queensland. The QNMU has regional offices in Townsville, Rockhampton, Bundaberg, Toowoomba and Cairns and a satellite office on the Gold Coast and Sunshine Coast as well as the Brisbane Head Office.

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

Car parking is not available at the QNMU office.

HOURS OF WORK

While the QNMU 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 QNMU 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 QNMU

The QNMU is the principal Union in Queensland with the legal capacity to improve and protect nurses’ wages and working conditions. The QNMU 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 and Midwives’ Union is registered under industrial relations legislation at both the state and federal level as a ‘Union of Employees’.

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

The rules which govern the activities of the QNMU are formally registered and set out our objectives, role, responsibilities, structure and processes. The registered rules of the QNMU 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.

QNMU MISSION STATEMENT

The Queensland Nurses and Midwives’ 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 QNMU’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 QNMU are founded on our objectives.
PREAMBLE

The QNMU 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 QNMU also commits to the following:

FAIRNESS, EQUALITY AND OPPORTUNITY IN THE COMMUNITY

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

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

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

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

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

7. The QNMU 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 QNMU believes in a multi-cultural Australia.

9. The QNMU believes in a sustainable environment.

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

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

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

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

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

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

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

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

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

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

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

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

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

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