



Professional Officer

Description, recruitment, appointment and orientation

G7: GUIDELINE

Organisational context

The Australian College of Neonatal Nurses (ACNN) is committed to:

- Maintaining the highest international standards in clinical practice, teaching and research in neonatal nursing
- Promoting and sustaining a philosophy of family-centred and individualised care for infants and their families
- Advancing the welfare of families, recognising the needs of disadvantaged and vulnerable groups
- Working with other national and international professional and multidisciplinary bodies to extend and enhance the quality of clinical practice
- Maintaining a rewarding environment for the neonatal nursing community through advocating for advancing professional practice within the context of complex and evolving systems of health service provision

Selection criteria

- A member of the ACNN for a minimum of 2 years
- A record of scholarly and professional achievement in neonatal nursing
- Experience in neonatal nursing in a leadership position in education, research, clinical or management fields
- Experience serving on advisory groups/committees/boards external to ACNN
- Highly developed interpersonal skills

Position activity summary

- Represent ACNN on external committees and meetings at the request of professional organisations or governmental bodies at the agreement of both the Professional Officer and National Executive
- Administer internal and external document requests for distribution to members including but not limited to research requests, and make recommendations to the National Executive
- Administer the ACNN scholarships and awards including reviewing and updating the scholarship requirements annually, ensuring the information on the website is accurate by providing updates to the Executive Support Officer (ESO), facilitating advertising by liaising with the ESO and Social Media Committee
- Organise selection panels to assess ACNN scholarship applications and award nominations
- Manage processes for awards and scholarships including notifying recipients and relevant parties such as the Treasurer for organising payment etc., preparing a presentation for the National Conference for the scholarships and awards, and presenting of certificates to recipients
- Oversee the University of Tasmania (UTas) and ACNN scholarships and liaison to UTas
- Participate in the National Conference committee, assisting with program development
- Provide a verbal report for each meeting of the National Executive
- Provide strategic advice to the ACNN National Executive on policy development
- Promote ACNN events and activities
- Undertake other activities at the discretion of the National Executive

Term of office

The Professional Officer is allocated one of the ordinary member positions thus is a voting member of the National Executive. The two-year term commences at the Annual General Meeting, with the option to renew for a further term subject to National Executive approval.

Following two consecutive terms, the position will be advertised, and the current serving Professional Officer may reapply.

Preferred notice of resignation or renewal is 6 months prior to the end of term.

Remuneration

This role is a voluntary, non-paid position. However, all expenses associated with representing ACNN at meetings and/or in attending ACNN meetings and events will be covered by ACNN as detailed in the sustainable committee document. This includes attendance at the National Conference and Associated National Executive meetings. Return economy class airfares at the most economical available fare plus complimentary conference registration (excluding conference dinner), and up to two nights' accommodation will be covered.

This support is dependent on:

- Undertaking and completing nominated tasks in line with the strategic goals and outcomes of the ACNN strategic plan for 2021 to 2025
- Fulfilling the role as described in this Professional Officer role description
- Participation in at least 80 per cent of National Executive teleconference meetings, unless mitigating circumstances apply

Recruitment and appointment

The National Executive will initiate selection activities prior to the end of the current Professional Officer's term of office.

The call for applications will be advertised on the ACNN website, via email and social media.

The incoming Professional Officer will be appointed at the Annual General Meeting

Application and selection process

- Submission of a curriculum vitae of no more than four pages and a covering letter addressing each of the selection criteria
- Provide the names and contact details of 2 professional referees
- Applications will be assessed by a selection panel from the National Executive and candidates short-listed for an interview
- The selection panel will make a recommendation for the appointment to be ratified by the National Executive
- All applicants will be notified of the outcome

Orientation

The orientation process is designed to provide the incoming Professional Officer with information required for the role and will commence before the formal handover at the Annual General Meeting and will include:

- Detailed discussion about the role and responsibilities
- Detailed handover of current projects/committee responsibilities
- Details regarding the supporting officers and committees including but not limited to the Executive Support Officer, Treasurer, Social Media Committee