



International Council of Nurses

Job Descriptions

1. General

Position title	Manager, Membership & Governance
Currently occupied by	--
Start date	To be agreed
Type of contract	Permanent
FTE %	100%
Reports to	Chief Executive Officer
Management Supervision	Supervision of small number of support personnel
Travel requirement	To be determined in line with board meetings, Congress, conferences and other requests of the CEO
Location	Geneva

Summary description of the position	
Develops and maintains positive alliance, stakeholder and member relationships. Provides staff support to all board, committee, and foundation governance activities.	
Integrity and trust	Demonstrates professionalism and adheres to the Standards of Integrity and Conduct. Provides accurate and impartial advice. Acknowledges mistakes and learns from them.
Drive for results	Can be counted on to achieve results. Sets high standards and pushes self and others to perform.
Customer focus	Establishes and maintains effective internal and external relationships. Is dedicated to listening to understanding and recognising the needs of others. Acts with the members and customers in mind.
Priority setting	Supports the ICN's shared purpose and vision. Uses logic to determine what is important and ensures their time and the time of others is spent on this.
Problem solving	Explores all sources of information. Sees hidden problems and completes honest analysis. Looks beyond the obvious and doesn't stop at first answers.

2. Position requirements

Qualifications	<ul style="list-style-type: none"> Registered Nurse qualified in at least one regulatory jurisdiction Experience of a membership organisation desirable Related university studies, minimum Master's Degree in nursing (preferably Doctoral degree) in nursing or other relevant field (e.g. life sciences, business administration, etc. Relevant financial and management qualifications are required
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3. Specific Competencies

Analysis	<p>Demonstrates a comprehensive understanding of the principles health policy, accountability and a knowledge of monitoring frameworks</p> <p>Strong analytical abilities</p>
Project Management	<p>Knowledge and experience of project management principles and application. This includes managing a project from inception to establishment and execution</p> <p>Design and develop strategies and frameworks for global application on key areas as identified in work plan</p>
Leadership	<p>Demonstrated experience in Nursing and health leadership.</p> <p>Demonstrates the ability to work both as part of a team and autonomously</p>
Communication	<p>Demonstrated superior written and oral communication skills</p> <p>Demonstrated report writing ability</p> <p>Able to deliver messages accurately and appropriately to various audiences.</p>
Risk management	<p>The ability to apply risk management principles to work in ICN.</p>
Professional Frameworks, Legislation and regulation	<p>The ability to understand and application at highest level of the role of nursing professional frameworks, Nursing, health legislation and regulation in work of ICN</p>
Technical learning	<p>Picks up on technical things quickly; can learn new skills and knowledge; is good at learning new industry, company, product, or technical knowledge—like internet technology; does well in technical courses and seminars.</p>

4. Responsibilities and tasks

Key responsibilities	Tasks
Membership	<ul style="list-style-type: none"> Maintain strong relationship with member organisations of the ICN Identify priorities of member NNAs through direct communications, surveys and resources provided by member organisations such as

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	<p>newsletters and websites</p> <ul style="list-style-type: none"> • Actively manages the communications from ICN to member organisations by providing regular updates, including written, verbal and multimedia updates, reports, media releases • Be the responsible officer to securely maintain the ICN database of contacts and private information. Ensure data privacy policies are in place and are adhered to by all ICN staff and contractors • Manage Member engagement with ICN projects, meetings, events and representation • Actively seek to increase membership in the categories identified in the ICN Constitution • Be responsible for the conduct of the Biannual membership Audit • Work closely with the Finance Director to ensure accurate calculation of dues for member organisations • Work with member organizations to ensure timely submission of dues • Support member organisations with developing strategies to ensure they remain in good standing and understand the benefits of ongoing membership • Lead the membership and governance team of the ICN • Recommend growth strategies to the Board and CEO • Support the current and emerging Networks of the ICN to develop vibrant communities of practice
Governance	<ol style="list-style-type: none"> 1. Assist with implementation of strategic plan activities in concert with Board, CEO and other executive staff 2. Assist with planning of ICN events, in particular all those involving the Board 3. Support the Board, its Committees and Foundations through planning, execution, monitoring, and follow up of activities that support effective governance including but not limited to: <ul style="list-style-type: none"> – Ensure that all Board and Board committee meetings are planned and conducted in line with the ICN Constitution and organisational policies including: <ul style="list-style-type: none"> ○ Oversee drafting of minutes to the satisfaction of the President or Chairs of Committees ○ Track the progress of decisions and resolutions ○ Oversee distribution of the agenda ○ Ensuring that all motions are considered and managed appropriately – Provide staff support of current and new committees that ensure functioning of ICN business: <ul style="list-style-type: none"> ○ Executive Committee ○ Conference and Congress Committee ○ Membership Committee ○ Awards Committee ○ Constitution Committee, and ○ Nominating Committee – Oversee executive support to ICNF and Florence Nightingale Foundation (FNIF) – Review governance policies and revise when necessary – Provide advice to the Board, the CEO and the Committees to ensure compliance with the Governance Policies, the Constitution and the CNR decisions

	<ul style="list-style-type: none"> – Recommend board development activities to help board members provide strategic governance – Be responsible for the organisation of the CNR meeting in line with the ICN Constitution and organisational policies: <ul style="list-style-type: none"> ○ Supporting the President and CEO through planning of the order of proceedings ○ Distributing the agenda ○ Ensuring that all motions are considered and managed appropriately ○ Ensuring enough staff support for the meeting and assigning roles
	<ul style="list-style-type: none"> ○ Ensuring allocation of votes according to policy and overseeing voting processes, and ○ Ensuring adequate room, equipment and translation services
Other duties	As assigned by the CEO and Board of Directors

You will be assessed on your ability to demonstrate the following key attributes. Within the context of the responsibilities described above, the ideal applicant will be someone who can demonstrate the following:

- Performance through vision:
 - Focuses strategically – Understands the organisational objectives and aligns operational activities of work accordingly
 - Adapts to change with agility – Steers and implements change and deals with uncertainty
 - Shows judgement, intelligence and common sense – Applies intellect and knowledge to weigh up complex information and identify critical factors and issues
- Performance through results:
 - Manages team performance – builds team capability and responsiveness by focussing on activities that support organisational sustainability – nurtures & develops people
 - Establishes and uses systems to drive and build team performance
 - Steers and implements change and deals with uncertainty in a team environment – Oversees the implementation of multiple change initiatives with a focus on the desired outcomes
 - Ensures closure and delivers on intended results – Drives a culture of achievement
- Performance through accountability:
 - Models professional and ethical behaviour – Acts as a positive role model with integrity and professionalism
 - Displays courage in the provision of advice and decision making – Engages with risk and shows personal courage
 - Applies sound corporate governance – commits to achieving key outcomes for the organisation
 - Commits to personal development – Demonstrates self-awareness and creates a genuine and authentic style of leadership.