



International Council of Nurses

Job Description

1. General

Position title:	Nursing & Health Policy Analyst
Currently occupied by:	-
Type of contract:	Part-time
FTE %:	Up to 80%
Reports to:	Chief Nurse, Nursing and Health Policy
Travel requirement:	Occasionally, if business requires that
Location	Geneva (preferred, not mandatory)
Start date:	March 2022, to be agreed

Summary description of the position

Demonstrate a comprehensive analysis of issues by undertaking thorough literature reviews, formulating themes, engaging in discussions and consultations with stakeholders, and developing recommendations.

Incorporate the processes of monitoring and evaluation into analysis.

Demonstrate an ability to produce reports and publications of a high calibre.

2. Position Requirements

Qualifications	<ul style="list-style-type: none"> • Registered with a Nursing regulatory body and current member of a national nurses' association • Bachelor's degree in nursing minimum • Relevant postgraduate/master's degree in nursing, public health, public policy or administration, or related field (minimum a master's) • Excellent working proficiency in English (working knowledge of French and Spanish is preferred)
Experience	<ul style="list-style-type: none"> • Experience in effectively translating research into policy at a senior level in nursing and health policy. • Experience in quantitative and qualitative research methods. • Experience in managing contractors and consultants. • Comprehensive understanding of the integration of professional nursing i.e. practice, education, regulation and workforce policy and strategic directions for ICN and globally. • Experience in policy at national and international area and managing multiple and high level stakeholder relationships.

	<ul style="list-style-type: none"> • Experience in delivering on work plans and reporting requirements and project management methodology. • Proven experience of efficient and effective collaboration with people with multicultural backgrounds and membership engagement.
Attributes	<ul style="list-style-type: none"> • Ability to work efficiently and independently, as well as in multicultural teams and in diverse settings. • Strong leadership skills with a proven ability. • Understanding and experience of nursing and health policy decision making processes at Country and Global level. • Creative and innovative in thinking and work approaches, including teleworking. • Ability to effectively manage deadlines and produce quality output within tight schedules. • Ability to bring analytical, critical and creative thinking to work. • Excellent communication skills, both oral and written. • Effective networking ability to connect with experts and other organisations to advance ICN's goals. • Lobbying and advocacy capabilities for the benefit of nurses, nursing and health care in general. • Ability to provide mentorship, education and training in related areas of work. • Effective computer and technology literacy

3. Responsibilities and tasks

Advice and work process	<ul style="list-style-type: none"> • Give advice that is consistently evidence-based and supports the delivery of the ICN Strategic and operational objectives. • Draw on information, research and analysis from all relevant sources for the preparation of advice. • Identify linkages, overlaps and synergies with other work programmes. • Identify best implementation practice internationally and use this information to inform advice as appropriate. • Identify strategic implementation opportunities in the health and wider social sector and recommend actions for improvement. • Write complex advice clearly, succinctly and appropriately for target audience. • Advise on consumer/patient/ community and member perspective. • Deliver advice in a timely and succinct manner. • Develop collaborative and positive relationships with the staff and consultants across ICN by delivering well- reasoned, accurate and timely advice with flexibility across time zones.
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Leadership	<ul style="list-style-type: none"> • Demonstrate experience in leadership, showing initiative and offering innovative solutions. • Demonstrate the ability to work both as part of a team and autonomously.
Communication	<ul style="list-style-type: none"> • Demonstrate superior written and oral communication skills. • Demonstrate report and presentation writing ability, as well as ability to write reports, publications and statements in English is critical. • Able to deliver messages accurately and appropriately to various audiences.
Risk Management	<ul style="list-style-type: none"> • Ability to apply risk management principles to work for ICN.
Professional Frameworks, Legislation and regulation	<ul style="list-style-type: none"> • Ability to understand and interpret issues and problems in a larger context i.e. legislation, policy and governments.
Technical learning	<ul style="list-style-type: none"> • Pick up on technical needs quickly; can learn new skills and knowledge; ability to learn new industry, company, product, or technical knowledge.

4. Key responsibilities

	<ul style="list-style-type: none"> • Undertake policy analysis across a range of Health and Nursing issues including practice, patient and people outcomes: regulation, education, workforce and care environments. • Undertake thorough literature reviews and articulate evidence-based policy options. • Identify emerging issues of relevance to nursing, individuals, and key stakeholders to contribute to ICN work streams and partnerships. • Actively contribute to the development of programmes for ICN Congress and events. • Support the Nursing Team's operational plan and contribute to interventions and advocacy initiatives in strategic policy areas. • Prepare and deliver interventions and represent ICN at policy meetings including with the I World Health Organization to promote the nursing voice internationally. • Identify opportunities to develop new policy positions and review existing positions to increase ICN influence. • Develop and revise ICN publications including Fact Sheets and Guidelines as appropriate. • Support formulation of advice to global institutions, health and nursing leaders, and NNAs on policy design, development, implementation and evaluation.
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	<ul style="list-style-type: none">• Ensure that ICN priorities and values are reflected in all work developed.• Identify issues affecting nurses and nursing groups and monitor trends in these areas to assess the broader impact on global health and healthcare.• Develop documentation for related areas of responsibility with ICN's communication team and support dissemination strategies to raise ICN profile and influence.• Develop and maintains positive relationships with key stakeholders and members.• Engage in partnerships with global stakeholders where joint action is needed.• Undertake any other tasks as reasonably delegated by the Chief Nurse and Director, Nursing and Health Policy
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Please apply with a complete personal file, letter of motivation and cv to recruitment@icn.ch.