



International Council of Nurses

Job Description

1. General

Position title:	Senior Nursing Adviser
Currently occupied by:	---
Type of contract:	Maternity cover – Short Term contract (6 months) Start date: 1 June 2023, or earlier
FTE %:	100%
Reports to:	Chief Nursing Officer, Nursing and Health Policy
Management Supervision:	---
Travel requirement:	Occasionally, as business requires
Location:	Switzerland, preferably

<p>Summary description of the position</p> <p>The Senior Nursing Adviser will be committed to improving access to and the quality of healthcare around the world and representing and advancing the Nursing profession. They will have relevant post graduate degree in nursing, public health, public policy or administration, or related field.</p> <p>They will 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, as well as demonstrate an ability to produce reports and publications of a high caliber.</p>

Respect	Empathy, consideration, tolerance and willingness to help, aiming to value everyone and treat people with dignity and professionalism, lead to better teamwork and a more harmonious working environment.
Equity, Diversity and Inclusion	Equity is ensuring the right conditions for all people to thrive and achieve their full potential. Diversity affirms and embraces the many ways in which people differ. Inclusivity refers to welcoming the active engagement of all and ensuring everyone has the opportunity to be heard. Commitment to integrating equity, diversity and inclusivity within every aspect of the Organisation, with staff, consultants, NNAs, sponsors and partners is essential to promote social justice and achieve the Council's goals.
Communication and Teamwork	Transparent communication and relationships are essential when working together to produce meaningful results, both for the team members and the Organisation.
Accountability and Transparency	Accepting responsibility in a transparent manner for one's own words, actions and results is the ultimate way to build trust internally and externally.
Flexibility and Adaptability	The ability to adapt and maintain effectiveness in a changing environment with experience, versatility and agility is critical to overcome challenges.

2. Position requirements

Qualifications	<ul style="list-style-type: none"> • Registered Nurse and current member of a national nurses' association • Bachelor degree in nursing • Relevant post graduate degree in nursing, public health, public policy or administration, or related field • Excellent working proficiency in English (working knowledge of French and Spanish is a must)
Experience	<ul style="list-style-type: none"> • Understanding of the role of National Nursing Associations (NNA) (ideally as a member) and how they serve nursing and health systems more broadly • 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. • Experience in policy at national and international area and managing multiple and high-level stakeholder relationships. • 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 to • Understanding and experience of health policy decision making processes at Country and Global level • Creative and innovative in thinking and work approaches • Ability to effectively manage deadlines and produce quality output within tight schedule; self-motivated • Ability to bring analytical, critical and creative thinking to work • Excellent communication skills, both oral and written, with the ability to develop policy documents, briefings, etc., • 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 and training in related areas of work • Good knowledge and use of computers (Office suite)

3. Responsibilities and tasks

Key responsibilities	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 practice internationally and use this information to inform advice as appropriate • Identify strategic implementation opportunities in the health and wider social sectors and recommend actions for improvement • Write complex advice clearly, succinctly and appropriately for target audience • Include consumer/patient perspectives and community needs in advice • Deliver advice in a timely manner • Develop collaborative and positive relationships with the staff across ICN by delivering well- reasoned, accurate and timely advice
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 writing ability • 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 in 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 details quickly; can learn new skills and knowledge; ability to learn new industry, company, product, or technical knowledge • Undertake policy analysis across a range of Health and Nursing topics 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

	<ul style="list-style-type: none"> • Support the Nursing Team’s operational plan: support and contribute to interventions and advocacy initiatives in strategic policy areas • Prepare and deliver interventions and represent ICN at policy meetings including annual World Health Organization meetings to promote the nursing voice internationally • Identify opportunities to develop new policy positions and review existing positions to increase ICN influence. Guide the work plan for these position statements as agreed upon by the nursing team • 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 • 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 • Engage with Business Development team to contribute to nursing content of projects and programmes • Participate in ICN internal committees i.e. risk management, policy and donor etc • Undertake any other tasks as reasonably delegated by the Chief Nursing Officer, Nursing and Health Policy
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Please apply with a complete personal file, letter of motivation and cv to recruitment@icn.ch