



## **Nurses and Midwives Project Manager**

### **Job Description**

|                      |                                 |
|----------------------|---------------------------------|
| <b>Location:</b>     | Europe or Regional Office       |
| <b>Reporting to:</b> | Head of Medical Unit Sydney     |
| <b>Travel:</b>       | Nil                             |
| <b>Supervising:</b>  | Nil                             |
| <b>Status:</b>       | Part time 6-10 months (FTE 0.6) |
| <b>Band / Grade:</b> | TBC                             |
| <b>Date:</b>         | 4/11/2022                       |

MSF Australia seeks to appoint a Nurses and Midwives motion implementation Project Manager (NM PM).

### **Background**

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusion and natural disasters. MSF provides assistance to populations in distress irrespective of race, religion, creed or political convictions.

#### MSF Australia (MSFA):

The Australian Section of Médecins Sans Frontières was established in 1995 and is one of 30 sections, 24 associations and other offices that form the MSF global movement providing oversight and expertise, funding and staff for field operations and communicating on the needs of our patients. MSF Australia deploys over 200 field staff per year from Australia and New Zealand. The organization secures an annual revenue of AUD 90 million in untied funds. The Australia section hosts a Medical Unit in Sydney bringing specialized expertise in the field of Women's health and Paediatrics in support of our operations overseas. MSF Australia has over 120 staff and an active association of over 600 members.

We are recruiting a new part-time Nurse & Midwives Project Manager to work in a fixed term capacity to champion and address the implementation of 'The Nursing and Midwifery Motion' passed at the International General Assembly (IGA) in 2021.

The MSF Australia Board put in place a Motions Working Group (MWG) to follow up on and ensure the implementation of the Nursing and Midwifery Motion, and any other motion MSF A had supported and successfully passed at the IGA.

The International Board (IB) has assigned the implementation of the Nursing and Midwifery Motion to the Medical Standing Committee (MSC) which is convened by Luis Encinas, a Nurse and an IB member.

The passing of this motion at the 2021 IGA represents the voice of the MSF Association internationally and thus its implementation is a vital step in the process of governance in the movement. The Motion itself and its accompanying documents should at all times act as the reference document for the role of the Nurses Midwives Project Manager with its emphasis on Nursing and Midwifery governance BY nurses and midwives, FOR nurses and Midwives.

## **Overall Responsibility**

Reporting to the Head of Medical Unity Sydney, during this 6-10 month contract the NM PM will establish a Steering Committee and then draft a proposal with an actionable plan to support the implementation of 'The Nursing and Midwifery motion' with an emphasis on the way forward for Nursing and Midwifery Governance. This way forward needs to take into consideration the fact that Nursing and Midwifery are two distinct professions with specific frames of reference and work independently from each other .

With guidance and direction from the Steering Committee the NM PM will consult and collaborate with nursing and midwifery groups, the International Board of Directors (IB), the MSC, institutional members (IM) and each of the Operational Centre's (OC) to draft a proposal including budget, resources, timeframes and recommendations that ensure the nursing and midwifery voices be acknowledged and present in guiding strategy, developing policy and implementing governance across the MSF movement.

## **Main Tasks and Duties**

1. Establish and work with a Steering Committee
  - Ensure the Steering Committee contains members who offer strong leadership and represent nurses, midwives and supporters of the Motion from across the movement
  - Liaise with steering committee and associated stakeholders
    - The Steering Committee will provide regular feedback and reporting to MSF Australia Board, Executive and Association and to the IB/MSC/IO.
  - Set the size, scope, authority and deliverables required of the steering committee
    - This Steering Committee will provide strategic guidance to the project and will be accountable for its progress and success. It will set and approve general project strategy, monitor the development and progress of the project.
  - Set the cadence and agenda for the steering committee meetings

- Record the steering committee meeting minutes, reporting on actions and requirements
- Create a strong link with the MSF Australia Board, Executives, Association and each of the IB/MS/IO through providing regular feedback and reporting.

## 2. Deliver a proposal to the Steering Committee for endorsement

- Design and lead a consultative process resulting in a proposal for a Nursing Directorship within the MSF movement. In this process interact and collaborate with:
  - International Board (IB) the International Office (IO) and the Medical Standing Committee (MSC) who have the overall responsibility for the implementation of the Nurses and Midwives Motion (the Motion).
  - the many nursing and midwifery groups across the movement who have been working on many different aspects of Nursing and Midwifery care including a vision of Nursing Governance in MSF.
  - supporters of the Motion to ensure their ongoing involvement and support for its implementation.
- Identify the initiatives already taking place across the movement that would feed into the implementation of the Motion with an emphasis on Governance of nursing and midwifery E.g., OCB Motion (“Empowering the Nursing Voice”) and its implementation.
- Establish and consider what the ambition and vision of the IB is in regard to any existing considerations around nursing governance
- Research and consider any review / material of the inclusion of nursing / midwifery governance in medical leadership across MSF.
- Working with the entities mentioned (MSC etc) and via a consultative approach, explore possible models of nursing and midwifery governance that take into consideration a structural and clinical governance framework , how they would work intersectionally and operationally, how it could interact with the already well established “medical model” and the need for framing a response that takes into consideration Diversity, Equity and Inclusion (DEI) .
- Establish the factors that are impacting on the establishment of intersectional Nursing and Midwifery Directorship and governance and mitigate the risks identified.
- Develop a statement of need, identifying the problems/gaps/inconsistencies that exist within the management of nursing and midwifery at the moment in the movement and how they could be addressed by the implementation of Structural and Clinical Nursing and Midwifery Governance. eg a lack of consistency in nurse and midwife recruitment criteria, validation and licensing, career pathways, training access, sustainable nursing and midwifery practise, inadequate investment in local staff, resource availability, lack of mainstreaming of nursing and midwifery care through all specialties, adequate nursing and midwifery advisors , autonomy of practise, lack of nursing access to MedOp platform and Medical Director platform ( Refer to “MSF Nursing Vision” and “Nursing Care Framework” which defines the range

of skills, knowledge and competencies expected of those providing nursing care in MSF).

- Outline possible strategies to deliver the goal of establishing a system of Nursing and Midwifery Governance and in particular a Nursing and Midwifery Directorship such as utilization of the TIC process.

<https://msfintl.sharepoint.com/sites/msfintlcommunities/tic/SitePages/Home.aspx>

- Document the possibility and scope of setting up a system of Nursing and Midwifery Governance/Leadership within one of the 6 OCs as a model, which would possibly inform the movement more generally as to the way forward with governance.

This system of governance needs to be informed by the Nursing and Midwifery motion and its concept of Nursing and Midwifery governance by and for Nurses and Midwives.

### 3. Establish a plan for the ongoing implementation of an endorsed strategy

- Collate and review project records
- Ensure there is a planned and budgeted way forward to continue addressing the requirement of Nursing and Midwifery Governance in the movement

## **Selection criteria**

### **Essential criteria**

- Nursing qualifications with minimum of 3 years MSF experience in the field, in clinical and leadership positions.
- Proven Project Management experience
- Strong interpersonal and diplomatic skills
- Effective public speaker/communicator
- Flexibility to be able to deal with changing circumstances as they evolve
- Strong written and oral skills in English (C1 or higher)
- Good organizational and realistic planning skills
- Ability to multi-task and to take initiative and work autonomously
- Strong communication skills
- Strong interpersonal skills and willingness to work as a team
- Flexibility and pragmatic, solution-oriented thinking
- Capacity and willingness to work outside regular office hours

### **Desirable criteria**

- Coordination experience (e.g. field coordinator, project manager, medical coordinator)
- Midwifery qualifications
- Good level of written and oral French (B2 or higher)

In MSF Australia, we believe the following 5 values form the foundations of our culture – **T**ransparency, **R**espect, **U**nderstanding of Diversity, **S**tepping In and **C**ollabora**T**ion.

At MSF Australia we value T.R.U.S.T as an essential element to how we operate and believe that these organisation values flow from this trust that we build.

### **Applications**

Please note that a criminal record check may be required as part of the selection process. Applicants with criminal records will not automatically be ineligible for the position they are applying for. Médecins Sans Frontières Australia has a Child Protection Policy in place and all employees are required to comply with this policy.

Médecins Sans Frontières Australia is committed to creating an inclusive workplace for all our staff. We believe that a diverse team helps us better serve those most in need, we encourage flexibility (in all its forms) and we encourage people from a wide range of backgrounds to apply for this role, including Aboriginal and Torres Strait Islander peoples, LGBTQIA+, people from other culturally and linguistically diverse (CALD) backgrounds and people with disabilities. People with a disability can request support from our Domestic HR Department if you think you may require reasonable adjustment during the recruitment.

To apply please send a resume and cover letter via email to:  
[officerecruitment@sydney.msf.org](mailto:officerecruitment@sydney.msf.org)