

## Position Profile

## Junior Executive

Incorporating any combination of the Training Registrar, Non-Training Registrar Representative and the House Officer Representative Portfolios\*.

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**Reporting to:** STONZ Senior Executive Team

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**Status:** Part Time

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**Purpose:** The purpose of the Junior Executive portfolios is to ensure that House Officer and Junior/Training Registrar perspectives and issues are represented to the Executive Team.

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### Our Mission:

To build a collaborative community where all junior doctors are given the opportunity to complete their training without boundaries or limitation.

### Our Vision:

To grow our collective voice in order to drive change and provide greater benefits that supports all junior doctors across New Zealand.

### Our Values:

We advocate inclusion so that all junior doctors have an opportunity and voice when it comes to shaping our SECA.

We promote collaboration working closely with all parties with the aim to create outcomes and solutions that benefit and work for everyone.

We put training at the heart of our SECA to ensure that all junior doctors have the opportunity to develop their skills without compromise or limitation.

We strive to be progressive by looking at the long-term consequences and impact of every recommendation and decision that we make.

*To achieve our vision and uphold STONZ core values, we seek to support and develop a high-functioning Executive Team that understands the complexities of RMO Training, the public (and private) system we work within and are supported to best represent the needs of all RMOs across Aotearoa.*

### Preamble

Following approval of Constitution changes at the 2023 AGM, the elected junior executives now hold portfolios, rather than being elected (voted) into specific roles.

This recognition of the moving career and family commitments of the executive, allows for dynamic workload management of the executive portfolios, as needs and availability changes. This role flux also builds and enhances capability within the junior executive.

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This position profile document covers the two junior executive portfolios, detailing the key responsibilities specific to each portfolio and the relationships, salary and performance aspects that are common across all portfolios.

\* In keeping with the changes proposed to the Constitution at the 2024 AGM, the four elected Senior Executives, will decide the portfolio allocation between themselves, ensuring coverage of the President, Vice-President and Treasurer portfolios, with the fourth elected Senior Executive taking responsibility for a portfolio that best represents their current position in the RMO lifecycle.

The four elected Junior Executives will each take responsibility for a portfolio that best represents their current position in their RMO journey. Portfolios will be determined in consultation with the Senior Executive.

Thus, the Training Representative, Non-Training Representative and House Officer portfolios are detailed in both the Senior and Junior Executive position profiles.

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# 1 Training Representative Portfolio

**Purpose:** To promote the 'Trainee' voice and ensure that the interests of advanced trainees are represented and understood at an Executive level.  
This role is also part of the Senior Executive team which means an additional level of responsibility and decision making.

**Prerequisites:** Constitution clause 5.1 Note: d.  
To hold the Training Representative portfolio, you must be a trainee of a recognised Australasian Training Programme.

## Key Responsibilities

<b>Link to Colleges</b>	<ul style="list-style-type: none"> <li>▪ Ensure that the Executive Team are abreast of any significant changes to Colleges/Training that may impact the wider membership.</li> <li>▪ Attend any relevant meetings with key stakeholders that directly or indirectly link to RMO Training as the STONZ representative.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>▪ Provides leadership across the delegate network and to more junior members.</li> </ul>
<b>Engagement</b>	<ul style="list-style-type: none"> <li>▪ Engagement with the wider STONZ membership and responsible for bridging the gap between the Executive Team and the advanced trainees.</li> </ul>
<b>Support</b>	<ul style="list-style-type: none"> <li>▪ To support the President/Vice-President in ensuring the smooth functioning of the Executive Team.</li> <li>▪ To support the wider STONZ membership.</li> <li>▪ A part of the senior executive, this role is also responsible for supporting the Support Team when required, and in the absence of the Executive Director.</li> <li>▪ Provide clinical advice and input to the support team where required.</li> </ul>
<b>Representation</b>	<ul style="list-style-type: none"> <li>▪ Where required represent STONZ at a local and national level, such as attending District meetings (both within and outside your specialty), present at District orientation's, Trainee Intern events, national engagement forums and other meetings relating to STONZ.</li> <li>▪ As a member of the Senior Executive, representation at regional and National meetings will be required to represent STONZ and its wider membership.</li> <li>▪ This role may from time to time be called upon to represent the organisation and sometimes be its spokesperson e.g., media, functions, court or meetings.</li> <li>▪ Some travel may be required to attend meetings, training and to meet with team members i.e., meetings with Te Whatu Ora leadership and/or the Minister of Health and MCNZ.</li> <li>▪</li> </ul>
<b>Decision Making</b>	<ul style="list-style-type: none"> <li>▪ Responsible for contributing the any decisions required by the Executive Team.</li> </ul>

<b>Strategy</b>	<ul style="list-style-type: none"> <li>▪ Working alongside the Executive Team to develop the strategic plan to advance STONZ mission and objectives and to promote revenue, profitability, and growth across the organisation.</li> </ul>
<b>Bargaining</b>	<ul style="list-style-type: none"> <li>▪ Take a lead role in conjunction with the Executive Director in regard to the planning and coordination of any SECA negotiations.</li> <li>▪ Attend and lead (with other senior executives) the negotiation process with key stakeholders.</li> </ul>
<b>Other Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Attend the SNEF (held 4-6x annually in Auckland or via zoom)</li> <li>▪ Attend quarterly delegate meetings (via-zoom)</li> <li>▪ Attend monthly executive meetings (via zoom)</li> <li>▪ Attend and support with the coordination of the AGM.</li> <li>▪ Respond to emails from the support team and/or other executive withing 72 hours.</li> <li>▪ Support National Projects and take the lead where appropriate.</li> <li>▪ Contribute, actively participate in and ultimately as a member of the senior executive take responsibility for decision making.</li> </ul>

All STONZ Executive Members are expected to uphold the STONZ philosophies, vision, and values. And must act in accordance with the STONZ Membership Policy and STONZ Constitution.

## 2 Non-Training Registrar Representative Portfolio

**Purpose:** To promote the 'Early Trainee' voice and ensure that the interests of members early on in their careers are represented and their challenges understood at an Executive level.

**Prerequisites:** Constitution clause 4.2.  
Only Members of the Society may be Committee Members with the only exception being the Executive Director.

### Key Responsibilities

<b>Link to Colleges</b>	<ul style="list-style-type: none"> <li>Ensure that the executive team are abreast of any significant changes to Colleges/Training that may impact the wider membership.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>Provides leadership across the delegate network.</li> </ul>
<b>Engagement</b>	<ul style="list-style-type: none"> <li>Engagement with the wider STONZ membership and responsible for bridging the gap between the Executive team and junior registrars.</li> </ul>
<b>Support</b>	<ul style="list-style-type: none"> <li>To support the senior executive in ensuring the smooth functioning of the Executive team.</li> <li>Provide clinical advice and input to the support team where required.</li> <li>To support the wider STONZ membership across NZ.</li> </ul>
<b>Representation</b>	<ul style="list-style-type: none"> <li>Where required represent STONZ at a local and national level, such as attending District meetings (both within and outside your specialty), present at District orientation's, Trainee Intern events, national engagement forums and other meetings relating to STONZ.</li> <li>This role may from time to time be called upon to represent the organisation and sometimes be its spokesperson e.g., media, functions, court or meetings.</li> <li>Some travel may be required to attend meetings, training and to meet with team members i.e., meetings with Te Whatu Ora leadership and/or the Minister of Health and MCNZ.</li> </ul>
<b>Decision Making</b>	<ul style="list-style-type: none"> <li>Responsible for contributing and actively participating in decisions required by the Executive Team.</li> </ul>
<b>Strategy</b>	<ul style="list-style-type: none"> <li>Working alongside the Executive Team to develop the strategic plan to advance STONZ mission and objectives and to promote revenue, profitability, and growth across the organisation.</li> </ul>
<b>Bargaining</b>	<ul style="list-style-type: none"> <li>Support and contribute to the planning and coordination of any SECA negotiations.</li> <li>Attend SECA negotiations where possible.</li> </ul>
<b>Other Responsibilities</b>	<ul style="list-style-type: none"> <li>Take turns with other Executive members to attend the SNEF (held quarterly in Auckland or via zoom).</li> <li>Attend delegate meetings.</li> <li>Attend monthly executive meetings (via zoom).</li> <li>Attend and support with the coordination of the AGM.</li> <li>Support National Projects and take the lead where appropriate.</li> <li>Respond to emails from the support team and/or other executive within 72 hours.</li> </ul>

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### 3 House Officer Representative Portfolio

**Purpose:** To promote the ‘House Officer’ voice and ensure that the interests of RMOs early on in their careers are represented at an Executive level.

**Prerequisites:** Constitution clause 4.2.  
Only Members of the Society may be Committee Members with the only exception being the Executive Director.

#### Key Responsibilities

<b>Leadership</b>	<ul style="list-style-type: none"> <li>▪ Provides leadership across the delegate network particularly at a House Officer level.</li> <li>▪ Encourage the use of the ‘Career Plan’ for House Officers.</li> </ul>
<b>Engagement</b>	<ul style="list-style-type: none"> <li>▪ Engagement with the wider STONZ membership and responsible for bridging the gap between the Executive Team and House Officers.</li> <li>▪ Work to better understand the needs of House Officers and how STONZ can better support them as a union.</li> </ul>
<b>Support</b>	<ul style="list-style-type: none"> <li>▪ To support the President/Vice-President in ensuring the smooth functioning of the Executive Team.</li> <li>▪ Provide clinical advice and input to the support team where required.</li> <li>▪ To support the wider STONZ membership.</li> </ul>
<b>Representation</b>	<ul style="list-style-type: none"> <li>▪ Where required represent STONZ at a local and national level, such as attending District meetings (both within and outside your specialty), present at District orientation’s, Trainee Intern events, national engagement forums and other meetings relating to STONZ.</li> </ul>
<b>Decision Making</b>	<ul style="list-style-type: none"> <li>▪ Responsible for contributing and actively participating in decisions required by the Executive Team.</li> </ul>
<b>Strategy</b>	<ul style="list-style-type: none"> <li>▪ Working alongside the Executive Team to develop the strategic plan to advance STONZ mission and objectives and to promote revenue, profitability, and growth across the organisation.</li> </ul>
<b>Bargaining</b>	<ul style="list-style-type: none"> <li>▪ Support and contribute to the planning and coordination of any SECA negotiations.</li> <li>▪ Attend SECA negotiations where possible</li> </ul>
<b>Other Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Take turns with other Executive members to attend the SNEF (held quarterly in Auckland or via zoom).</li> <li>▪ Attend delegate meetings.</li> <li>▪ Attend monthly executive meetings (via zoom).</li> <li>▪ Attend and support with the coordination of the AGM.</li> <li>▪ Support National Projects and take the lead where appropriate.</li> <li>▪ Respond to emails from the support team and/or other executive within 72 hours.</li> </ul>

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## 4 Relationships – All Junior Portfolios

### Internal

Key points of contact	Nature of the contact
Executive Team Executive Director Support Team Delegates	Email, phone call, and face to face Consultation/Reporting

### External

Key points of contact	Nature of the contact
Members/RMOs	<ul style="list-style-type: none"><li>▪ Membership care &amp; Advocacy</li></ul>
Agencies and Consultants	<ul style="list-style-type: none"><li>▪ Liaise with regarding services</li></ul>
Te Whatu Ora and District Representatives	<ul style="list-style-type: none"><li>▪ Bargaining</li><li>▪ Collaborate with and foster productive working relationships</li><li>▪ Attend meetings/actively engage</li></ul>

## 5 Salary – All Junior Portfolios

As a STONZ Executive team member/company director you will receive an annual stipend of \$5,000 (gross) per annum (paid quarterly) as an acknowledgement of the work & responsibility that this role requires. You will also receive the below:

- Quarterly allowance of \$240 (gross) to account for home internet use
  - STONZ Monthly Mobile Phone Plan (appropriate use policy applies)
  - Annual STONZ Membership (if applicable)
  - Reimbursement of reasonable travel and related expenses as per the STONZ Policy when travelling for STONZ related business only
  - Directors and Officers Liability Insurance
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## 6 Performance – All Junior Portfolios

### Key Deliverables

Working with the Senior Executive, Executive Director key deliverables may include but are not limited to:

- Strategic Plan: contributing to the periodic review of the strategic plan of the Union. Supporting the Senior Executives direction to the Executive Director, Support Team and Delegates, and monitoring of activities to ensure alignment.
- Negotiations: contributing to the successful conclusion of negotiation rounds that deliver term-on-term improvements in RMO employment and working conditions.
- Relationships: building and maintaining high functioning relationships with Te Whatu Ora, Colleges, Delegates and other relevant stakeholders.
- Support: of the Union's day-to-day business of ensuring excellent member support and advocacy.

Performance will be reviewed annually, taking into consideration the key responsibilities and deliverables.

Junior Portfolio's may be covered by those on the Senior Executive where appropriate and supported by the majority of current Executive team members.

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