

Position Profile

Junior Executive

Incorporating the Non-Training Registrar Representative and the House Officer Representative Portfolios.

Reporting to: STONZ Senior Executive Team

Status: Part Time

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

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.

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.

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.

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1 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

Link to Colleges	<ul style="list-style-type: none"> Ensure that the executive team are abreast of any significant changes to Colleges/Training that may impact the wider membership.
Leadership	<ul style="list-style-type: none"> Provides leadership across the delegate network.
Engagement	<ul style="list-style-type: none"> Engagement with the wider STONZ membership and responsible for bridging the gap between the Executive team and junior registrars.
Support	<ul style="list-style-type: none"> To support the senior executive in ensuring the smooth functioning of the Executive team. To support the wider STONZ membership across NZ
Representation	<ul style="list-style-type: none"> 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.
Decision Making	<ul style="list-style-type: none"> Responsible for contributing and actively participating in decisions required by the Executive Team.
Strategy	<ul style="list-style-type: none"> 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.
Bargaining	<ul style="list-style-type: none"> Support and contribute to the planning and coordination of any SECA negotiations. Attend SECA negotiations where possible.

Other Responsibilities	<ul style="list-style-type: none"> Take turns with other Executive members to attend the SNEF (held quarterly in Auckland or via zoom). Attend delegate meetings. Attend monthly executive meetings (via zoom). Attend and support with the coordination of the AGM. Support National Projects and take the lead where appropriate. Respond to emails from the support team and/or other executive within 48 hours
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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 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

Leadership	<ul style="list-style-type: none"> ▪ Provides leadership across the delegate network particularly at a House Officer level. ▪ Encourage the use of the 'Career Plan' for House Officers.
Engagement	<ul style="list-style-type: none"> ▪ Engagement with the wider STONZ membership and responsible for bridging the gap between the Executive Team and House Officers. ▪ Work to better understand the needs of House Officers and how we can better support them as a union.
Support	<ul style="list-style-type: none"> ▪ To support the President/Vice-President in ensuring the smooth functioning of the Executive Team. ▪ To support the wider STONZ membership.
Representation	<ul style="list-style-type: none"> ▪ 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.
Decision Making	<ul style="list-style-type: none"> ▪ Responsible for contributing and actively participating in decisions required by the Executive Team.
Strategy	<ul style="list-style-type: none"> ▪ 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.
Bargaining	<ul style="list-style-type: none"> ▪ Support and contribute to the planning and coordination of any SECA negotiations. ▪ Attend SECA negotiations where possible
Other Responsibilities	<ul style="list-style-type: none"> ▪ Take turns with other Executive members to attend the SNEF (held quarterly in Auckland or via zoom). ▪ Attend delegate meetings. ▪ Attend monthly executive meetings (via zoom). ▪ Attend and support with the coordination of the AGM. ▪ Support National Projects and take the lead where appropriate. ▪ Respond to emails from the support team and/or other executive within 48 hours.

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.

3 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">▪ Membership care & Advocacy
Agencies and Consultants	<ul style="list-style-type: none">▪ Liaise with regarding services
Te Whatu Ora and District Representatives	<ul style="list-style-type: none">▪ Bargaining▪ Collaborate with and foster productive working relationships▪ Attend meetings/actively engage

4 Salary – All Junior Portfolios

As a STONZ Executive team member/company director you will receive an annual stipend of \$5,000 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
 - 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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5 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 parties.

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.
