



**Become an ANMF (Vic Branch)  
Job Representative**  
[anmfvic.asn.au/reps](http://anmfvic.asn.au/reps)



**Australian  
Nursing &  
Midwifery  
Federation**  
VICTORIAN BRANCH

## The important role of Job Reps

Thank you for nominating to be an ANMF Job Representative in your workplace. Job Reps are the vital link between the ANMF office and members in the workplace.

Job Reps recruit members and other Job Reps, support members, promote ANMF activities and policies, refer members for information and assistance and act as a resource person for members.

Job Reps are not expected to solve every workplace issue or know everything in their enterprise agreement but they can and do play an important part in helping members to be more directly involved in working through their own issues. In many cases, simply advising a member to call ANMF InfoLine or visit the ANMF website may be all the help that is required.

## Support, guidance and training

As a new Job Rep, becoming familiar with the role and how it works can be a little daunting but your Organiser and ANMF InfoLine are both sources of guidance, support and assistance. Other Job Reps in the workplace can also offer an insight into how things work on the ground as well as provide direct support.

All ANMF Job Reps are entitled to access the free training program developed specifically for this role. We offer an online Job Rep Foundations module plus one day face to face training for new Job Reps. Job Reps may also take up the opportunity to attend a two day organising and planning program with their Organiser and other Job Reps and focused on workplace activity.

All new Job Reps are encouraged to do their training as soon after becoming a Job Rep as they can.

## Nomination process

**To nominate as a Job Rep for your work area you must:**

1. Complete the first section of the nomination form ensuring you provide all the information requested.
2. Find two financial ANMF members willing to nominate you and ensure they fill out and sign the relevant sections of the form.
3. Forward your completed nomination form to ANMF (Vic Branch) either by mail to: ANMF, Box 12600 A'Beckett St. PO, Melbourne, 8006 or by email to: [records@anmfvic.asn.au](mailto:records@anmfvic.asn.au)
4. You will receive notices from the Branch stating that you have nominated as a Job Rep for the workplace. You are required to display these notices publicly in your workplace for 7-10 days.
5. ANMF will notify you once your nomination is confirmed. In the event any objections to your nomination are received, the process will be managed confidentially by the Branch Secretary.

## Current ANMF (Vic Branch) Job Rep feedback



*Being a Job Rep enables me to be more involved in my workplace. As an HSR Rep and Job Rep I am better able to advocate for staff and workplace issues*

**Jerry Moore**

Registered Nurse, East Wimmera Health Services, St Arnaud



*I highly recommend becoming a Job Rep. You become aware of your rights and entitlements within the workplace, where to seek advice and receive guidance and link in to additional member benefits.*

**Belinda Rickard**

Midwife/maternal and child health nurse, Cardinia Shire.



*We need to have a loud ANMF voice in aged care which is why I decided to become a Job Rep*

**Rose-Marie McMahon**

Assistant in Nursing/Personal Care Worker, Brentwood Aged Care

# Job Rep nomination form

## 1. Details of person nominated to be a Job Rep

PLEASE PRINT CLEARLY

Name

ANMF membership number

Home address

Suburb

State

Postcode

Home phone

Mobile

Email address

Work phone

Work area

Workplace

\* Please tick this box if you would like to be an ANMF contact but not a Job Rep

Signature

Date

\*An ANMF contact only distributes information in the workplace and is not eligible for paid training leave, to receive Job Rep discounts on education or attend the annual ANMF Delegates Conference.

## 2. Details of members nominating the above person

Name

ANMF membership number

Workplace

Signature

Date

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Name

ANMF membership number

Workplace

Signature

Date