

# Become an ANMF Job Representative

Nomination brochure

Every unit/ward/  
small workplace  
needs at least  
2 Job Reps

# Job Rep

[anmfvic.asn.au/reps](http://anmfvic.asn.au/reps)



**Australian  
Nursing &  
Midwifery  
Federation**  
VICTORIAN BRANCH

# Current Job Rep feedback

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**“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

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**“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

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**“Job Reps are the eyes and ears of the ANMF in the workplace and being a Job Rep is an excellent way for me to give something meaningful back to my nursing colleagues”**

DANIELLE ROSENFELD-LOVELL  
Registered nurse, Royal Children’s Hospital

## **Australian Nursing and Midwifery Federation (Vic Branch)**

535 Elizabeth Street, Melbourne 3000  
Box 12600 A’Beckett Street, PO Melbourne 8006

Phone: 03 9275 9333 | Email: [records@anmfvic.asn.au](mailto:records@anmfvic.asn.au)

Website: [anmfvic.asn.au](http://anmfvic.asn.au) | @anmfvic on social   

# 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 contact ANMF Member Assistance 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 Member Assistance 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.

This program provides you with information, tips, strategies and resources to get you started in this important role.

All new Job Reps are encouraged to do their initial Foundations 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.

# Nomination form

PLEASE PRINT CLEARLY

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

Name

ANMF membership number

Mobile or best contact number

Home address

Suburb

State

Postcode

Email address

Work area

Primary workplace

Secondary workplace\*

\* To be a Job Rep in a secondary workplace, you must also be nominated and confirmed by financial members from your secondary workplace.

Signature

Date

## 2. Details of members nominating the above person

Name

ANMF membership number

Workplace

Signature

Date

Name

ANMF membership number

Workplace

Signature

Date