



**International
Confederation
of Midwives**

Strengthening Midwifery Globally

Lead Midwife Advisor

Position Description

Responsible to: Chief Executive (CE)

Responsible for Staff: Yes, on delegation from CE

OUR VISION

ICM envisions a world where every childbearing woman has access to a midwife's care for herself and her newborn.

OUR MISSION

To strengthen Midwives Associations and to advance the profession of midwifery globally by promoting autonomous midwives as the most appropriate caregivers for childbearing women and in keeping birth normal, in order to enhance the reproductive health of women, and the health of their newborn and their families.

PURPOSE AND SCOPE OF THE POSITION

The Lead Midwife Advisor is a member of the Head Office Team, led by the Chief Executive, that carries out the day-to-day operational activities necessary to implement ICM's Strategy and directions of the ICM Council and Board. These include leading, facilitating and managing a number of initiatives and projects to strengthen midwifery globally; supporting the Council, Board and Executive Committee in their governance functions; supporting and strengthening Member Associations to address their needs, share good practices, communicate and collaborate; overseeing the delivery of the ICM triennial congress and regional conferences; mobilising resources; liaising and collaborating with partner and donor organisations; communicating and advocating for midwives and midwifery globally including raising the profile, visibility and competence of midwives around the world.

This is a full-time position. The primary role of the Lead Midwife Advisor is to work alongside the Chief Executive in the planning, management and evaluation of operational, communication and professional activities necessary to implement ICM strategy and achieve ICM's vision and Mission. The Lead Midwife Advisor deputises for the Chief Executive as required and has specific responsibility for management of the staff team providing midwifery expertise and the staff team implementing operations. The Lead Midwife Advisor contributes to strategic planning, business planning, budget setting and monitoring and provides oversight of all operational and professional activities including organisation and delivery of regional and triennial conferences and meetings. The role includes leadership, direction and monitoring of initiatives and projects to strengthen Member Associations and midwifery globally. This includes leading the development, updating and dissemination of evidence-based policy, core documents and resources. It also includes leading the development, implementation, monitoring, evaluation and reporting of ICM projects and work programme and establishing and maintaining positive working relationships with partner organisations and donors. Working closely with the Chief Executive, the Lead Midwife Advisor represents ICM in global fora and collaborative activities as required and provides technical expertise, advice and consultancy services on behalf of ICM. The Lead Midwife Advisor is expected to independently and effectively manage multiple

tasks and projects with competing priorities and deadlines and to contribute to a collaborative and positive work environment.

KEY ACCOUNTABILITIES

1. Deputise for Chief Executive

Key Accountabilities	Expected Outcomes
<ul style="list-style-type: none"> • Support Chief Executive to effectively and efficiently utilise ICM's financial, physical, technological and human resources through sound management practices • Support Chief Executive to diversify income streams to resource core ICM activities and Head Office operations • Provide high quality governance support to the ICM Board and Council • Contribute to business planning and resource mobilisation to develop and delivery ICM's programmatic work aligned with strategy • Represent ICM in diverse settings and advocate for midwives and midwifery • Oversee all professional and technical midwifery activities and advice from Head Office and ICM consultants • Oversee the operations of the ICM head Office ensuring quality, effective and timely services in line with budget • Proactively keep the CE informed and up to date on ICM, stakeholder and partner activities • Maintain positive and productive relationships with ICM Board, Member Associations, Standing committees, partners, donors and other stakeholders • Build and maintain ICM's reputation as the global voice for midwives and midwifery 	<ul style="list-style-type: none"> • ICM is a financially viable, effective and sustainable organisation • ICM's income streams diversify and provide consistent and reliable funding for core ICM activities and Head Office operations • ICM Board and Council report satisfaction with support from Head Office • ICM's work programme and Business Plan are evidence-based, current, relevant and aligned to strategic directions • ICM is represented appropriately and effectively in various fora • ICM's professional and technical midwifery advice is high quality, evidence-based, current relevant and expressed consistently by a team members and other representatives • Operational activities of Head Office are lean, effective, timely, consistent and to budget • The CE reports being up to date on activities of ICM, partner organisations and stakeholders • ICM Board, Member Associations, Standing Committees, partners, donors and other stakeholders report timely and effective communication with ICM, are well-informed and committed to ongoing relationships with ICM • ICM is recognised as the global voice for midwives and midwifery and the leader of global strategies to strengthen midwives, midwifery and midwifery services

2. Midwifery expertise and leadership

Key Accountabilities	Expected Outcomes
<ul style="list-style-type: none"> • Ensure provision of midwifery expertise to inform ICM's work programme and Business Plan • Lead team in provision of midwifery expertise and support to Member Associations • Ensure provision of midwifery expertise and quality services to ICM consultancies 	<ul style="list-style-type: none"> • ICM's work programme and Business Plan prioritise activities that strengthen midwives and ICM's global midwifery leadership • Member Associations receive current, evidence-based and relevant technical advice • ICM Consultants provide high quality services; are briefed and prepared,

- Lead development of current and strategic evidence-based policies, standards, guidance documents aligned with ICM's vision and mission
- Proactively scan the global Midwifery and Sexual, Reproductive, Maternal, Newborn, Child and Adolescent Health context for new developments and trends; alert and update Board and Head Office team
- Ensure provision of expert midwifery advice to internal Head Office activities for operations, advocacy, external communication and relationship management
- Ensure liaison with and support of Standing Committee co-chairs and members to carry out their ICM work, including preparing documents, presentations and briefing notes and providing clear communication channel to CE, Board and ICM Head Office team
- Ensure speeches, presentations and written publications are prepared for President, Chief Executive, Board members and ensure relevant midwifery expertise is included
- Liaise with Member Associations to identify and share 'best practices' for midwifery education, regulation and association strengthening (ERA framework),
- Proactively prepare reports/updates for regular Board updates, formal Board and Council papers, newsletter contributions, reports to partners, publications

understand their role and know ICM's position on topic

- ICM policies, standards, guidance documents and other resources are developed strategically, current and aligned with ICM vision and mission
- ICM Board and Head Office Team are briefed on and aware of current global SRMNCAH activities and global midwifery issues; ICM responds proactively and appropriately
- Internal Head Office Team activities reflect current midwifery directions and evidence
- Standing Committee members report appropriate support and clear communication with ICM Board, CE and Head Office Team and are briefed on their roles
- Speeches, presentations and written publications from ICM representatives are technically accurate and relevant to midwives and midwifery
- Member Associations identify improvements in quality, equity, leadership and implementation of the ERA framework
- Reports, papers, updates, newsletters are accurate, succinct and timely
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3. Midwifery programme management

Key Accountabilities	Expected Outcomes
<ul style="list-style-type: none"> • Oversee development of ICM's programme of work including leading development of project proposals • Monitor ICM's programme of work/funded projects and ensure quality • Lead provision of midwifery expertise to programme development and implementation including concept notes, project plans, monitoring, evaluation and reporting • Ensure effective liaison with Host Associations, ICM Conference/Congress managers, conference organisers in planning, organisation, scientific programme development and delivery of high quality and financially successful regional conferences and triennial congresses 	<ul style="list-style-type: none"> • ICM's work programme and projects align with strategic directions • Project proposals are high quality, comprehensive, specific and strategic • Programmatic work is effective, efficient, professional and aligned with relevant global directions • ICM's project work is effectively managed and delivers high quality outputs on time and to budget • ICM's regional conferences and triennial congresses are well attended, successful and professional

4. Head Office operations

Key Accountabilities	Expected Outcomes
<ul style="list-style-type: none"> Review operational policies and processes and lead development of policy as required Lead development and implementation of efficient, effective and transparent operational processes and documentation Establish and monitor electronic systems for files, HR processes, finances, communications to ensure accessibility, transparency, consistency and efficiency Ensure team members have access to sufficient resources to meet work expectations Lead development of templates, guidelines as tools for consistent and quality outputs from Head Office Lead a culture of customer service 	<ul style="list-style-type: none"> Lean operational systems and processes are in place and effectively utilised Operations manual/documentation in place and procedures are consistent, efficient and transparent Operational systems are accessible, reliable and effective Team members are productive and effective Outputs from Head Office are of consistent high quality Customers (external and internal) report high levels of satisfaction with services

5. Representation

Key Accountabilities	Expected Outcomes
<ul style="list-style-type: none"> Represent ICM at international fora including Technical Consultative meetings of WHO and other UN agencies Lead alignment of presentations and messages to external meetings with agreed advocacy messages and those of partners Oversee planning and provision of ICM workshops at Congress and regional meetings/conferences Develop and maintain positive relationships and collaboration with partner organisations, donors, Member Associations and other stakeholder groups Proactively provide ICM's voice and contribution to development and implementation of global strategies 	<ul style="list-style-type: none"> ICM's positions and advocacy are accurately represented and technically correct; meeting discussions are summarised and reported in a timely manner ICM representatives present a united, consistent and cohesive message in line with agreed advocacy messages ICM workshops exemplify 'best practice' in learning and teaching; are valued by participants Partner organisations, donors, Member Associations, stakeholders report positive collaborative relationships with ICM ICM is recognised as 'the' global voice for midwives

6. Team leadership

Key Accountabilities	Expected Outcomes
<ul style="list-style-type: none"> Lead a positive team culture 	<ul style="list-style-type: none"> The ICM Head Office Team is high performing, self-managing, proactive, positive and collegial

- Role model and support others to self-manage to meet agreed obligations and timelines and provide high quality outputs
- Lead development of a productive and collegial work environment
- Comply with agreed administrative policies and processes including maintaining currency of databases and adhering to agreed file structures and naming conventions
- Mentor and support team members; give timely feedback; undertake performance review
- Establish policy and process for performance review and oversee implementation
- Encourage and enable professional development of team members; build capacity
- Policies and processes are followed; shared files are maintained and accurate; files are accessible
- Team members report feeling supported and valued
- Individual and team performance is high and team members proactively seek opportunities for professional development

7. Other Duties

Key Accountabilities	Expected Outcomes
Undertake all other requests from the CE that are a reasonable expectation of this position	<ul style="list-style-type: none"> • Meets all obligations professionally, meets timelines and quality expectations and standards

PERSON SPECIFICATION

Knowledge and Experience

- Significant and proven experience in midwifery leadership and management
- Proven midwifery practice expertise and currency
- Knowledge and experience of midwifery education including curriculum development and teaching/preceptorship
- Knowledge and experience of midwifery regulation would be an advantage
- Experience in midwifery practice and development in middle and low-income countries would be an advantage
- Proven experience in Project Management
- Experience in development of maternal and newborn health services at regional or global level
- Experience in operational management and administration
- Proven experience in people management and leading teams
- Experience with budgets and reconciliation is essential
- Experience in developing strategy and policy
- Experience in research, especially accessing and applying research evidence to practice

Qualifications

- Registered midwife
- Postgraduate degree level qualification or equivalent experience would be advantageous

Skills and Attributes

- Excellent written and verbal communication skills
- Fluent in English (speaking, reading, listening, writing); fluency in French and/or Spanish would be an advantage
- Proven ability to inspire and lead others

- Financial management
- Able to synthesis and evaluate current research and apply to midwifery practice, policy development and advocacy
- A high level of professional and ethical conduct
- Proven ability to think and act proactively
- Ability to absorb, retain and reiterate information quickly and correctly
- Ability to present ideas in user-friendly language
- Highly self-motivated, directed, flexible and well organised
- Keen attention to detail and accuracy
- Proven analytical and problem-solving abilities
- Ability to effectively prioritise and execute tasks in a high-pressure environment
- Ability to provide high quality technical and consultancy services to ICM standards
- Ability to actively contribute in a team-oriented, collaborative environment
- Outcomes focused
- Values based practitioner
- A commitment to sustainable work practices

PERFORMANCE MEASURES

Performance will be appraised against objectives negotiated in terms of key accountabilities and performance measures as per International Confederation of Midwives' policies and procedures.

AUTHORITIES

Delegated authorities will be set out in writing by the Chief Executive. These may be amended from time to time.

RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> • Chief Executive • ICM Midwifery team • ICL Operational team • Other ICM Head Office team members • ICM President and Board members • ICM Member Associations • ICM consultants and contractors 	<ul style="list-style-type: none"> • Partner organisations • Donors • Stakeholders • Government officials

Generic capabilities expected of all ICM Team Members

Relationship Management

- Develop positive and responsive relationships with partners, donors and other stakeholders. Be professional and take responsibility for outcomes. Be proactive in improving service delivery. Document all interactions in database.

Quality Outcomes

- Operate always within the quality standards of the ICM's policies and procedures, maintaining high personal professional standards.

Personal Effectiveness

- Sets personal goals, is adaptable to change and shifting priorities, communicates effectively, pursues personal development, thinks on her/his feet and gets things done.

Self Management

- Takes responsibility for self and is accountable for work and behaviour; is highly organised, plans and prioritises work, sets realistic timeframes, meets timeframes or communicates in timely manner if timeframes cannot be met. Constantly works to improve processes; not afraid to challenge the status quo.

Team Work

- Positively contributes to team, respecting colleagues, honouring diversity, communicating effectively and collaborating to achieve shared goals. Deals with team issues in timely manner. Publicly praises others but handles any complaints privately and directly to the person involved.

Leadership

- Exercises personal leadership by communicating effectively, contributing to team and sharing decision making; maintains momentum even if designated leaders are absent; takes action to solve problems even if it is not their job; raises issues and speaks up when others won't

Problem Solving and Creative Thinking

- Identifies and analyses problems and develops creative solutions; makes informed judgments.

I understand and accept this position description.

Name: _____

Signature: _____

Date: _____

Chief Executive name: _____

Signature: _____

Date: _____