



## **Midwife Advisor\_Programmes**

### *Position Description*

**Responsible to: Chief Executive (CE)**

**Responsible for Staff: As required and agreed with 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 Midwife Advisor-Programmes 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 Midwife Advisor-Programmes is to provide midwifery expertise, direction and leadership of initiatives and projects to strengthen Member Associations and midwifery globally. This includes developing policy and resources, managing position statements and guidelines and ensuring that all ICM materials are up to date, evidence-based and effectively disseminated. The Midwife Advisor-Programmes will contribute to the development, implementation, monitoring, evaluation and reporting of ICM projects and programme of work and will establish and maintain positive working relationships with partner organisations and donors. Working closely with the Chief Executive and others in the Head Office Team, the Midwife Advisor-Programmes will contribute to operational activities to fulfil ICM strategy and annual business plans including organisation and delivery of regional and triennial conferences, representing ICM in global fora and collaborative activities as required and providing technical expertise, advice and consultancy services on behalf of ICM. The Midwife Advisor-Programmes 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. Technical Midwifery Expertise and Leadership

| Key Accountabilities  | Expected Outcomes   |
|---|---|
| <ul style="list-style-type: none"> <li>• Provide midwifery expertise to ICM's work programme and Business Plan</li> <li>• Provide midwifery expertise and support to Member Associations</li> <li>• Provide midwifery expertise and quality services to ICM consultancies</li> <li>• Lead development of current and strategic evidence-based policies, standards, guidance documents aligned with ICM's vision and mission</li> <li>• 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</li> <li>• Proactively keep the CE informed and up to date on ICM, stakeholder and partner activities</li> <li>• Provide technical advice to internal Head Office activities for operations, advocacy, external communication and relationship management</li> <li>• Liaise with and support 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</li> <li>• Collaborate with the midwifery team at Head Office, contributing to effective performance of the team, mentoring and supporting as required</li> </ul> | <ul style="list-style-type: none"> <li>• ICM's work programme and Business Plan are evidence-based, current and relevant</li> <li>• Member Associations receive current, evidence-based and relevant technical advice</li> <li>• ICM Consultants provide high quality services; are briefed and prepared, understand their role and know ICM's position on topic</li> <li>• ICM policies, standards, guidance documents and other resources are developed strategically, current and aligned with ICM vision and mission</li> <li>• 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</li> <li>• The CE reports being up to date on activities of ICM, partner organisations and stakeholders</li> <li>• Internal Head Office Team activities reflect current midwifery directions and evidence</li> <li>• Standing Committee members report appropriate support and clear communication with ICM Board, CE and Head Office Team and are briefed on their roles</li> <li>• The midwifery team is cohesive, supportive, productive and effective</li> </ul> |

### 2. Midwifery Programme Management

| Key Accountabilities  | Expected Outcomes  |
|---|--|
| <ul style="list-style-type: none"> <li>• Contribute to ICM's programme of work including leading development of project proposals</li> <li>• Monitor ICM's programme of work/funded projects and maintain quality</li> <li>• Provide technical midwifery expertise to programme development and implementation including concept notes, project plans, monitoring, evaluation and reporting</li> <li>• Liaise with Host Associations, ICM Conference/Congress managers, conference</li> </ul> | <ul style="list-style-type: none"> <li>• ICM's work programme and projects align with strategic directions</li> <li>• Project proposals are high quality, comprehensive, specific and strategic</li> <li>• Programmatic work is effective, efficient, professional and aligned with relevant global directions</li> <li>• ICM's project work is effectively managed and delivers high quality outputs on time and to budget</li> </ul> |

organisers in planning, organisation, scientific programme development and delivery of high quality and financially successful regional conferences and triennial congresses

- ICM's regional conferences and triennial congresses are well attended, successful and professional

### 3. Communication and Documentation

| Key Accountabilities   | Expected Outcomes  |
|--|--|
| <ul style="list-style-type: none"> <li>• Monitor, review, update and maintain ICM position statements, standards, guidance documents for currency and relevance</li> <li>• Proactively lead development of ICM policy and resources as required by Member Associations</li> <li>• Prepare briefing materials and presentations for ICM representatives in various fora; monitor follow-up reports and actions</li> <li>• Provide technical midwifery expertise and advice to Head Office Communications, Advocacy and Stakeholder Engagement activities</li> <li>• Liaise with partner campaigns to amplify and align messages with a midwifery focus</li> <li>• Contribute technical midwifery expertise and advice to preparation of speeches, presentations and written publications by President, Chief Executive, Board members and Head Office Team members</li> <li>• Liaise with Member Associations to share 'best practices' for midwifery education, regulation and association strengthening (ERA framework),</li> <li>• Draft reports/updates at request of CE such as regular Board updates, formal Board and Council papers, newsletter contributions, reports to partners</li> </ul> | <ul style="list-style-type: none"> <li>• ICM position statements, standards, and guidance statements are current, evidence-based, relevant and cohesive</li> <li>• Member Associations express satisfaction with ICM resources that meet their needs</li> <li>• ICM representatives are appropriately briefed to be able to represent ICM views in various fora</li> <li>• ICM representatives present a united, consistent and cohesive message in line with agreed advocacy messages</li> <li>• ICM Communications, Advocacy and Stakeholder engagement activities are informed by accurate technical midwifery advice</li> <li>• ICM is a visible voice in aligned messaging with partner campaigns and communications</li> <li>• Speeches, presentations and written publications from ICM representatives are technically accurate and relevant to midwives and midwifery</li> <li>• Member Associations identify improvements in quality, equity, leadership and implementation of the ERA framework</li> <li>• Reports, papers, updates, newsletters are accurate, succinct and timely</li> </ul> |

### 4. Representation

| Key Accountabilities  | Expected Outcomes  |
|---|--|
| <ul style="list-style-type: none"> <li>• Represent ICM at international fora including Technical Consultative meetings of WHO and other UN agencies</li> <li>• Align presentations and messages to external meetings with agreed advocacy messages</li> <li>• Plan and provide ICM workshops at Congress and regional meetings/conferences</li> <li>• Develop and maintain positive relationships and collaboration with partner organisations, donors, Member Associations and other stakeholder groups</li> </ul> | <ul style="list-style-type: none"> <li>• ICM's positions and advocacy are accurately represented and technically correct; meeting discussions are summarised and reported in a timely manner</li> <li>• ICM representatives present a united, consistent and cohesive message in line with agreed advocacy messages</li> <li>• ICM workshops exemplify 'best practice' in learning and teaching; are valued by participants</li> </ul> |

- Proactively provide ICM's voice and contribution to development and implementation of global strategies

- Partner organisations, donors, Member Associations, stakeholders report positive collaborative relationships with ICM
- ICM is recognised as 'the' global voice for midwives

## 5. Team Participation

| Key Accountabilities   | Expected Outcomes  |
|--|--|
| <ul style="list-style-type: none"> <li>• Contribute to a positive team culture</li> <li>• Self-manage to meet agreed obligations and timelines and provide high quality outputs</li> <li>• Comply with agreed administrative policies and processes including maintaining currency of databases and adhering to agreed file structures and naming conventions</li> </ul> | <ul style="list-style-type: none"> <li>• The ICM Head Office Team is high performing, self-managing, proactive, positive and collegial</li> <li>• Policies and processes are followed; shared files are maintained and accurate; files are accessible</li> </ul> |

## 6. Other Duties

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

## PERSON SPECIFICATION

### Knowledge and Experience

- Experience in midwifery practice (midwifery service development and leadership would be an advantage)
- Proven technical midwifery 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 policy, reviewing documents, accessing and applying research evidence

### 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
- Able to synthesise 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"> <li>• Chief Executive</li> <li>• ICM Head Office Midwifery team</li> <li>• Other ICM Head Office team members</li> <li>• ICM President and Board members</li> <li>• ICM Member Associations</li> <li>• ICM consultants and contractors</li> </ul> | <ul style="list-style-type: none"> <li>• Partner organisations</li> <li>• Donors</li> <li>• Stakeholders</li> <li>• Government officials</li> </ul> |

## 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: \_\_\_\_\_