



# New Zealand Anaesthetic Technicians' Society

## Role Description - Communications Officer

### The Organisation

New Zealand Anaesthetic Technician Society (NZATS) is the professional body representing Registered and Trainee/Student Anaesthetic Technicians within Aotearoa New Zealand. NZATS believes in advocating for excellence in patient care in collaboration with other health care professionals and organisations. We commit to be a leading voice that supports and promotes quality and patient care.

NZATS provides up-to-date continuing professional development opportunities, trainee/student education and support to the membership by tirelessly promoting the profession. For more information, please visit our website, [www.nzats.co.nz](http://www.nzats.co.nz)

### Functional Relationships

- Members
- Executive Committee Members and Sub Committee Members
- Regional Representatives
- Students/Trainees
- Education providers

### Principle Objective

The Communication officer is responsible for communication - Using multiple platforms to connect with members and stakeholders.

The ideal candidate will have the following qualifications/attributes;

- Registered Anaesthetic Technician - Practicing within the healthcare sector.
- Good standard of computer and information technology skills
- Excellent communication skills and connections within the healthcare sector and stakeholders.
- Personal qualities of integrity, credibility, and a passion for the profession.

### Key responsibilities

- Develop communication objectives and communication plans.
- Identify the most important audiences.

- Maintain communication channels for the organisation
- Ascertain issues that affect the organisation and promote these on our media channels
- Write publications such as newsletters, leaflets and annual reports.
- Assist in editing and organising the publication of documents.
- Keep members up to date with Society issues and plans.
- Assist organising promotional events and conferences.
- Facilitate general member queries.
- Maintenance of website and CPD portal in conjunction with the NZATS administrator.

### **Board terms/participation**

NZATS executive members serve a three year term. The position will then be elected in accordance with NZATS Inc. regulations. Executive Committee meetings are held five times a year. Attendance is expected face to face or via teleconference. There may be additional committee and network meetings as required. Service on NZATS Executive Committee is without remuneration, except for administrative support, travel, and accommodation costs in relation to duties.