

UNITED SERVICES UNION

POSITION DESCRIPTION

Position Title:	ORGANISER		Location:	
Occupant:			Division:	SOUTH
Reports to:			Date Prepared:	
Grade/Level:	Grade 3	1 to 5	Effective date:	22/05/2014
Hours:	35 HPW		Roster system:	9 day fortnight

ORGANISATIONAL AND PURPOSE CONTEXT

This position is responsible for ensuring the ongoing viability of the Union through the provision of quality advice and service. The position is required to enhance membership participation through organising of members and potential members, and representing the interests of those members in the industrial arena.

KEY SELECTION CRITERIA

Essential

- demonstrated ability to analyse and resolve industrial conflict;
- extensive knowledge of awards and industrial relations legislation impacting on members;
- demonstrated commitment to the principles of trade unionism;
- ability to negotiate industrial workplace agreements,
- excellent communication and interpersonal skills,
- computer literate with intermediate skills in Microsoft Suite
- RTA class C drivers licence.
- well developed research skills and administration experience
- ability to organise, recruit and plan campaigns
- demonstrated understanding of and ability to deal with equal employment opportunity, discrimination and harassment issues
- proven ability to respond to and create complex correspondence as well as the ability to produce detailed reports

Desirable

- has completed Union Delegates Training course and/or tertiary qualifications in industrial relations or human resource management,
- experienced in advocacy before Commissions and Tribunals,
- previously held or having completed 3 months secondment to an Organisers position,
- completed tertiary studies in advocacy
- Knowledge and/or experience in local government as an industry

3. Relevant Position Information

- this position is located at the Wollongong Office
- the position requires a flexible approach to working hours to respond to the needs of members,
- the position operates on 35 hours per week and is subject to a nine (9) day fortnight roster period.

4. Workplace Health and Safety Responsibilities

Must take all reasonable measures to ensure the health, safety and welfare of fellow employees and member under their control and ensure that operations in their area comply with the Workplace Health and Safety Act 2011 and its associated legislation, and with the requirements of SafeWork NSW.

5. Equal Employment Opportunity Responsibilities

Must take all reasonable measures to ensure the prevention of harassment or discrimination of members and fellow employees and ensure compliance with Equal Employment Opportunity legislation.

6. DUTIES

- Carry out duties as direct by the General Secretary;
- Work within a trade union and industrial context to bring about change and improve and protect members working conditions;
- Facilitate collective bargaining to ensure that decisions are fair and equitable;
- Persuade employees to join the Union and advise and encourage members to participate in the union;
- Organise the workplace to most effectively use the available resources to meet the Union objectives;
- Manage campaigns and other major activities;
- Advise members of their rights and entitlements based on a good knowledge of the relevant awards, agreements, legislation and personnel procedures;
- Represent membership issues to management and negotiate issues with managers;
- Advise and assist members with grievances, workers compensation, redundancy or disciplinary issues, hearings or appeals;
- Ensure accurate membership records are maintained for relevant areas;
- Design and implement a workplace visits program, within parameters set by the organisation;
- Organise the distribution of Union material;
- Write letters, bulletins or other local material;
- Address workplace or delegate meetings and play an active role in ensuring effective communications between the Union and its members;
- Participate in developing and implementing team strategies and work plans and assist with the implementation of Union campaigns;
- Provide Advocacy Services for Union members;
- Lead negotiations so that the best outcome for members is reached
- Organise meetings so that information can be conveyed and decisions made;
- Organise daily work activities in order to meet deadlines and prioritise tasks
- Follow policies and procedures relating to WH&S grievances, anti discrimination and sexual harassment to ensure a positive and fair working environment

7. Competencies

These competencies encompass all competencies associated with the USU salary system progressional rules.

Competency Code	Unit of Competency
	Common Units
	Communication
BSBFLM303A	Contribute to effective workplace relationships
	WH&S
BSBCMN211A	Participate in workplace safety procedures
BSBCMN311A	Maintain workplace safety
BSBCMN109A	Follow environmental work practices
BSBCMN215A	Participate in environmental work practices
	Training
BSBCMN312A	Support innovation and change
	Work Practices
BSBCMN108A	Develop keyboard skills
BSBCMN202A	Organise and complete daily work activities
BSBCMN204A	Work effectively with others
BSBCMN205A	Use business technology
BSBCMN213A	Produce simple wordprocessed documents
BSBCMN318A	Write simple documents
BSBCMN402A	Develop work priorities
BSBCMN420A	Write complex documents
	Advertising
BSBADV401A	Profile a target audience
	Assessment and Workplace Training
BSZ404A	Train small groups - Non-accredited course
	E-Business
BSBEBUS301A	Search and assess online business information
BSBEBUS302A	Use and maintain electronic mail system
BSBEBUS308A	Maintain online business records
BSBEBUS401A	Conduct online research
	Frontline Management
	Work Teams
BSBFLM304A	Participate in work teams
BSBFLM312A	Contribute to team effectiveness
BSBCMN404A	Develop teams and individuals
BSBFLM404A	Lead work teams
	Workplace Planning & Management
BSBFLM305B	Support operational plan
BSBFLM405B	Implement operational plan
BSBFLM402A	Show leadership in the workplace
	Systems & Processes
BSBCMN412A	Promote innovation and change
	Human Resources
BSBHR504A	Manage industrial relations policies and processes
	Legal Service
	Practice & Procedure
BSALPP301A	Apply knowledge of the legal system to complete tasks
FNAMERC03B	Serve legal process
BSALLG401A	Arrange documents and list exhibits for litigation support
BSBUN408A	Prepare cases for the union

	Research & Development
BSBUN503A	Coordinate case preparation and research
	Advocacy
CHCCD11A	Provide advocacy and representation (non tribunal based)
BSBUN409A	Appear before tribunals and represent members (conciliation)
BSBUN504A/1	Advocate and present cases for members (Before the IRC/AIRC)
	MARKETING
BSBMKG401A	Profile the market
BSBMKG403A	Analyse market data
BSBMKG405A	Implement and monitor marketing activities
	Specialist Administration
BSBADM502A	Manage meetings
	Unionism
BSBUN401A	Develop and implement an organising plan
BSBUN402A	Empower members
BSBUN403A	Communicate with workers
BSBUN404A	Promote equality of opportunity and fair treatment for all members
BSBUN405A	Promote the values, principles and policies of the union
BSBUN406A	Undertake bargaining
BSBUN407A	Provide advice to union members and undertake negotiations
BSBUN501A	Develop, manage and review campaigns and projects
BSBUN502A	Represent the union in key forums
BSBUN505A	Develop, implement and manage union policy
BSBUN506A	Coordinate research and analysis

8. Signatures

Job Occupant: **Date:**

Divisional Manager: **Date:**