**Position Description**

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| **Position title** | Senior Industrial Officer |
| **Position objective** | The Senior Industrial Officer is responsible for contributing to the growth and strength of the Union by managing the Union’s industrial agenda and prosecuting employers for non-compliance. The position is responsible for managing the work of industrial staff and is a key point of reference for all union staff managing industrial disputes. This position co-coordinates the industrial activities of the Union; researches and prepares high-level submissions and participates in the development of union policy. |
| **Reports to** | State Secretary and Assistant Secretary |

## CONTEXT

Health and Community Services Union (HACSU) is the Victorian No.2 Branch of the Health Service Union. HACSU is an industry based Union representing Mental Health Nurses, Health Professionals, Alcohol and other Drug Workers, Disability Support Workers, and other Direct Care and Support staff in Victorian Mental Health and Disability Services.

The priority of the Union is to grow union strength, lobby external stakeholders, contribute to industry reform and influence public policy.

HACSU works in a dynamic industrial and policy environment and is seeking an experienced industrial/legal practitioner with a solid commitment to social justice and trade union issues who can work under pressure, independently and within a team environment, to achieve the union’s industrial and strategic priorities.

## Responsibilities:

Industrial:

* Plan, develop and lead the Union’s industrial strategy, ensure compliance and manage special projects.
* Develop, negotiate and advocate claims to advance the professional interests, salaries and conditions of employment for members.
* Negotiate, draft and finalise industrial instruments.
* Research, prepare and present cases before relevant industrial tribunals such as the Fair Work Commission and professional tribunals and enquiries.
* Conduct complex negotiations and consultations with peak groups/bodies and Government on state wide and national matters concerning members.
* Plan and develop strategic campaigns based on the priorities of the Union and in response to trends emerging from the membership.
* Manage and facilitate dispute resolution and ensure compliance with Awards and Agreements and other relevant industrial instruments and legislation.
* Represent the Union on external committees including Government Taskforces and Industry Forums.
* Provide high-level strategic industrial advice and support to the State Secretary and the union’s Branch Committee of Management (Executive), including:
	+ Advise the State Secretary and the union’s Branch Committee of Management on state and national industrial/employment laws.
	+ Assist in the research and development of union policy, practice and procedures for consideration of the Branch Committee of Management
	+ Participate in the Union’s development and forward planning
* Establish, maintain and manage relationships with Employer organisations, Employers, Peak bodies, Government Ministers, their staff/Advisors and Bureaucrats, Unions, relevant industrial tribunals.
* Liaise with, advise and instruct legal counsel.
* Provide advice and assistance to other officials, staff and members of the union on dispute resolution, Award/Agreement interpretation and relevant legislation and other matters affecting members and service delivery.
* Provide advice and assistance with regard to Union Governance and ensure compliance.
* Lead a team of industrial staff and provide mentorship and guidance.

Research:

* Prepare briefing papers, background reports and position papers on behalf of the union.
* Conduct research and present submissions, including budget submissions to Government, submissions to government enquiries and other matters of relevance to the union’s interests.
* Research and monitor industrial trends within Victoria, nationally and internationally.
* Produce resource and educational material for officials, staff and members.
* Contribute articles to the union’s publications and journal.
* Write newsletters on behalf of the union.
* Prepare media releases and press statements on Industrial matters. Key selection criteria
	+ Demonstrated commitment to the Trade Union movement.
	+ Proven ability to strategically plan and manage industrial reform agendas.
	+ Knowledge of the Fair Work Act and other relevant legislation.
	+ Demonstrated skills to negotiate and achieve agreed outcomes for members.
	+ Ability to work under pressure independently and within a team and respond appropriately to various industry sector needs of members.
	+ Capacity to manage a team of staff.
	+ Demonstrated ability to multi-task.
	+ Strong oral, persuasion and written communication skills.
	+ Good computer software skills, particularly MS Office – Word, Outlook and Excel.
	+ Experience in working in a campaign environment.
	+ Current drivers license.
	+ Tertiary qualification in industrial relations, labour law or similar.
	+ Experience in the Health and Community Services Industries would be an advantage, but not a requirement.

# **Note:** Statements in this position description are intended to reflect, in general, the duties and responsibilities of the position and are not to be interpreted as being all inclusive.

*HACSU is an equal opportunity employer and provides a smoke free workplace.*