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| Health Services Union NSW/ACT/QLD  **INDUSTRIAL/BARGAINING OFFICER** |

**About us:**

The Health Services Union NSW/ACT/QLD is a growing 41,000-member strong union that aims to use its collective power to build a fair and just society through improving conditions for our members in the health and aged care industry. The organization’s annual turnover is approximately $21m, with an employee base of approximately 110 staff.

Our Union is focused on growth and draws its strength from the diversity of our membership.

We are currently looking for a permanent full-time Industrial Officer to join our team.

**About the role:**

The Industrial Officer/Bargaining Officer is based in our Industrial Division. The position holder will be a specialist in advocacy in conciliation and arbitration arenas; provide advice in industrial matters, case manage industrial disputes and conduct Enterprise Agreement bargaining.

**Essential Experience and Qualifications:**

1. Expertise in advocacy in order to prepare, present and argue industrial issues, including in relevant tribunals and Fair Work Commission, and to support legal counsel as required.
2. Capacity to provide timely and sound advice and feedback to sub-branches, organisers, and members on more complex industrial relations issues, union campaigns and policies.
3. Specialised negotiation skills in bargaining.
4. Good communication skills, including oral skills, to build effective relationships with sub-branches, organisers, delegates
5. Accountability for individual outcomes, including timeliness; organisational, recording and report-writing skills; follow-up and report back skills.
6. Ability to work as a member of a team - including flexibility to take on other duties and responsibilities as required; share information; mentor other staff; and commit to upgrading own work-related skills.
7. Commitment to trade union principles.

**Desirable:**

Relevant legal studies or tertiary qualifications.

**Salary:**

Salary will be offered based on skills and experience.

If interested, please forward your resume and cover letter in **Word** format to Ayshe Lewis, Acting Chief of Staff via email at : [ayshe.lewis@hsu.asn.au](mailto:ayshe.lewis@hsu.asn.au)

For further information please contact Ayshe Lewis on 1300 478 679 or by email.

**Applications close: COB 06 March 2020**