

## **POSITION DESCRIPTION**

### **Industrial Officer - Fixed Term, Parental Leave cover**

Current as of 24 April 2020

#### **1. Organisational context**

1.1 The Australian Salaried Medical Officers' Federation (NSW) (*The Doctors Union*) is a progressive union with a positive vision to protect, promote and advance the interests of salaried doctors in a fair and just society underpinned by a high-quality public health system.

1.2 The position is based in Ultimo but involves some regional travel.

#### **2. Primary purpose of position**

2.1 To provide high quality industrial advice and support to members - both collectively and individually and encourage active member participation in the union by building and enforcing standards in our workplaces.

#### **3. Key Responsibilities and accountabilities**

3.1 Provide industrial advice and support for members and advocate before industrial tribunals, including the NSW IRC and Fair Work Commission.

3.2 Review and negotiate industrial instruments and workplace policies.

3.3 Undertake research, prepare reports and help to develop submissions.

3.4 Recruit new members to the union and increase union density.

3.5 Maintain up to date records on all relevant activities.

3.6 Contribute to developing internal systems designed to maximise workflow and efficient delivery of services to members.

3.7 Regularly engage with members, using a variety of strategies with a goal to ensuring membership retention.

3.8 Provide quality reportage to contribute to the communication with members.

3.9 Provide quality reportage and professional advice to the leadership of ASMOF.

- 3.10 Assist in determining and implementing industrial strategy and providing support for workplace campaigns.
- 3.11 Develop and maintain strong relationships with relevant stakeholders.

#### **4. Role dimensions**

##### **4.1 Decision making**

- 4.1.1 The work of the industrial officer is to be carried out within the framework of ASMOF's strategic objectives, delegations, policies and operating procedures.
- 4.1.2 The industrial officer determines their work priorities and workload under the direction of the Executive Director.
- 4.1.3 The industrial officer is not closely supervised and is expected to complete all activities and tasks in a timely and effective manner.
- 4.1.4 The industrial officer is fully accountable for the validity, accuracy and quality of analysis, reports and information provided to the ASMOF Council, ASMOF Executive and the Executive Director and for maintaining all relevant documentation.
- 4.1.5 The industrial officer interprets the provisions of industrial instruments, legislation, regulations, delegations and policies and ensures that the representations and advice provided comply with these requirements.

##### **4.2 Reporting relationships**

- 4.2.1 The industrial officer reports directly to the Executive Director, ASMOF NSW.
- 4.2.2 No position reports to, or requires the supervision of, the industrial officer.

#### **5. Key challenges**

- 5.1 Planning and prioritising work to meet the strategic objectives of ASMOF NSW and internal and external deadlines.
- 5.2 Balancing the performance of day-to-day and cyclic activities and tasks.
- 5.3 Keeping abreast of changes in industrial relations and statutory requirements and using this knowledge in the preparation of reports, resolution of issues and the provision of analysis and advice.

## 6. Key relationships

Who	Why
<b>Internal</b>	
Executive Director	<ul style="list-style-type: none"> <li>• Receive guidance and direction regarding operational priorities</li> <li>• Receive feedback regarding own performance</li> <li>• Provide advice, analysis and reports to support effective and ethical decision making</li> </ul>
ASMOF Executive	<ul style="list-style-type: none"> <li>• Provide advice, analysis and reports to support effective and ethical decision making</li> </ul>
Industrial Team	<ul style="list-style-type: none"> <li>• Share information and work collaboratively to ensure seamless service delivery</li> <li>• Collaborate on research of issues, exchange information and work with colleagues to provide advice and seek feedback</li> </ul>
Administrative Team	<ul style="list-style-type: none"> <li>• Share information and work collaboratively to ensure seamless service delivery</li> </ul>
<b>External</b>	
Members and Potential Members	<ul style="list-style-type: none"> <li>• Provide high quality industrial advice and support</li> <li>• Resolve member issues</li> </ul>
Employers	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships</li> <li>• Maintain professional networks</li> </ul>
Other Unions/Peak union bodies	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships.</li> <li>• Maintain professional networks</li> </ul>

## 7. Employment arrangements

- 7.1 This is a fixed term, full time parental leave replacement position of 38 hours per week to be worked between the hours of 9am to 5pm Monday to Friday inclusive. Whilst some flexibility can be accommodated, a key requirement of the position is attendance in the office during these hours.
- 7.2 The position holder will be required to attend meetings outside of these hours, including attending the monthly ASMOF State Council meeting. The duties and activities associated with this position has a seasonal surge during January each year associated with Intern recruitment. Remuneration has been calculated to reflect these hours of work.

## **8. Qualifications, Skills & Experience**

### **8.1 Essential:**

- demonstrated commitment to trade union values and social justice and a keen interest in industrial relations
- a solid knowledge of contemporary industrial relations issues and state and federal industrial legislation
- demonstrated research, analytical thinking and problem-solving skills.
- strong time management and personal organisational skills, including the ability to perform work within specified timelines and plan work systematically and effectively.
- the ability to prepare and articulate a position formally at a tribunal, court or meeting
- strong verbal communication and interpersonal skills.
- well-developed written communication skills.
- the ability to develop professional relationships with union members, other union officials and employer representatives
- ability to follow direction and exercise initiative and independent judgment
- well-developed information technology skills with proven competence in the use of Microsoft programs such as Outlook, Word and Power Point
- must be able to obtain a Right of Entry Permit
- current driver's licence.

### **8.2 Desirable:**

- previous experience working in a trade union or advocacy-based organisation
- relevant tertiary qualification
- knowledge of industrial legislation and the industrial instruments and management practices covering ASMOF members
- understanding of the NSW public health system
- experience in the preparation of cases and appearing in industrial tribunals.

NOTE: This position description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the strategic objectives of The Doctors Union.