

Queensland Together, Branch of the Australian Services Union

Position Description and Selection Criteria

Job Title	Industrial Officer
Centre	Brisbane
Classification	AO5
	(Gross Salary Range \$3476.45 - \$3778.50 per fortnight)
Employment Status	Full-time

Purpose

To contribute to the building of a stronger Union by;

- Providing advice and support to members of Together.
- Providing ongoing advice and assistance to members with industrial issues.
- Increasing the activism and industrial knowledge of delegates and members.,
- Representing members in meetings, at interviews and in Tribunals.
- Contributing to and demonstrating a positive union experience for members.

Organisational Environment

- Together is an organising union with members employed in the Queensland Public Sector, Queensland Health, Universities, private health, pathology, and private sector administration.
- This role is part of a dedicated team of industrial staff who primarily assist in the delivery of the union's industrial advice and assistance to members including through representation with employers and in appearances at Tribunals.
- Industrial staff are responsible for providing industrial advice to all Together members and, where required, provide industrial assistance utilising case management methodology.
- Industrial staff work collaboratively with delegates and union staff to take up collective industrial matters.
- Industrial staff participate in wider Union activities to build both membership and strength in union campaigns.

Reporting Relationships

- Industrial staff report to the Director, Industrial Services

Duties

- Provide accurate and timely industrial advice to members.

- Provide ongoing industrial advice and assistance to members, on individual issues and collective matters.
- Represent members in Tribunals, at agency meetings, in interviews and in written advocacy.
- Attend various meetings as a union representative.
- Provide advice on industrial issues, union policies and campaigns to members, in consultation with other union officers.
- Communicate sensitively and positively with members, orally and through written mediums, about the objectives, actions and progress of their matters and regarding wider union activities.
- Provide feedback to agency specific policy and sector wide industrial instruments as required to improve members working lives.
- Update membership details and industrial issues files as necessary.
- Prepare written briefs for union staff about industrial issues and other union activities to support cross union professional development.
- Actively participate in and contribute to professional development of industrial staff.
- Identify issues that allow for the development of Union strength and growth in agencies across industries for distribution to relevant union officers.
- Participate in and support broader union activities.

Financial Delegations

- Nil.

Key Selection Criteria

1. Knowledge of, or ability to acquire knowledge of, contemporary legislative, regulatory and subordinate instruments relating to industrial and employee relations across the Queensland public and private sector.
2. Ability to analyse, interpret and provide accurate advice to members regarding industrial and employee relations matters within the private and public sector.
3. Sound interpersonal skills with a customer service focus, including the ability to:
 - Communicate positively with a diverse audience
 - Demonstrate respect and treat people with dignity
 - Negotiate and consult with a focus on resolution of issues
 - Maintain positive working relationships
 - Communicate complex and sensitive matters objectively

4. Sound written communication skills as demonstrated by the ability to develop accurate and relevant written documents, including briefing notes, correspondence and submissions.
5. Proven ability to effectively meet individual and team competing demands, in a complex and dynamic environment.

Mandatory Requirements

- Applicants must be able to satisfy the requirement Section 513 of the Fair Work Act 2009 in order to gain a Right of Entry.
- A proven commitment to Unionism.
- Open class “c” driving license is essential.

Additional Information

- Together is an Equal Employment Opportunity Employer.
- Smoking is prohibited in all Together buildings and vehicles.
- Progression arrangements to AO6 and AO7 exist within the Union for industrial staff. At commencement, successful applicants may seek to negotiate commencement rates.
- The position may require some work after hours, or on weekends.
- Travel away from the Brisbane office may be required, including being away overnight/s
- In addition to addressing the Selection Criteria, applicants should provide a succinct Curriculum Vitae or Resume, including relevant work history.
- Applicants are requested to forward preferably one application to:

Alex Scott
Branch Secretary
PO Box 3272
South Brisbane QLD 4101
Or email jobs@together.org.au