



Position Description

Title: Experienced Industrial Officer	Effective Date: April 2021
Team: Member Advice and Support Team	Location: Hobart
Reports to: MAST Lead	

CPSU is the most established union and industry advocate for Tasmania's public sector employees.

The Community and Public Sector Union (State Public Services Federation Tasmania) is a union that represents thousands of Tasmanians working across the public sector and in government business.

Our Members

Our members include people working in the Tasmanian public sector, Health and Community care, Prisons, Universities as well as Government owned and managed enterprises.

This is an exciting opportunity to join a dedicated and collaborative union team.

Position Purpose

To provide industrial advice, support and representation to CPSU members and staff to harness workplace power for union priority campaigns & industrial outcomes.

They will represent the Union and its members in bargaining and industrial disputes of both an individual and group nature.

Activities include:

- Leading bargaining and non-bargaining campaigns
- Advocacy before industrial tribunals
- Provision of industrial advice to members, delegates and officials
- Representation of members with employers and before industrial tribunals
- Developing strategic sector plans with the purpose of organising workers into the Union and building public sector influence
- Negotiation and drafting of collective agreements
- Research, advice and development of briefing papers and submissions to contribute to the achievement of the Association's strategic goals
- Formulate and communicate union policy options and recommendations
- Recruitment of new members.

- Development of written communications and delivery of online and in-person training events
- Maintaining relevant case files on individual matters as allocated

The successful applicant can expect to be allocated duties not specifically mentioned in this document that are within the capabilities, qualifications and experience normally expected from staff operating at this classification.

Essential requirements:

- Highly developed communication, research, drafting and advocacy skills
- Thorough working knowledge of contemporary industrial relations legislation and practice
- Experience in negotiations, enterprise bargaining, dispute resolution and grievance handling
- Ability to provide professional leadership and direction to Organisers on industrial issues
- Ability to develop and lead industrial campaigns with Delegates
- Ability to present complex information with clarity, passion and persuasion
- Ability to meet deadlines under pressure
- High level of initiative and ability to self-manage a range of complex issues / matters simultaneously
- Support for trade union principles and workers' rights
- Commitment to strive for the advancement of public sector workers and services
- Capacity to work in a team environment and work to strategic plans
- Full Driver's license

Desirable requirements:

- Legal or Industrial Relations qualifications
- Experience working in a union, in community development work or for a membership based, not for profit organisation or government organisation.
- Corporate research skills
- Understanding of public sector and relevant Tasmanian legislation

Position details:

You will work on a diverse range of issues, disputes and campaigns across the public sector, as part of an energetic team as well as being able to independently manage workload and exercise initiative.

This position is based in Hobart but will require some intrastate travel, after hours and weekend work. Flexible work arrangements are available. A salary package dependent on skills and experience will be determined.

How to apply for this job:

Applications close on Friday 6 March 2021. Please forward your curriculum vitae, selection criteria and covering letter to Secretary, Thirza White at l.miller@tas.cpsu.com.au.