

Position Description

Health Services Union NSW/ACT/QLD



Position Title:	Growth and Development Organiser
Reporting To:	Team Leader Growth and Development Team
Work Unit:	Public Health Division
Hours of Work:	In accordance with the Health Services Union NSW Employee Agreement
Primary Focus:	The Growth and Development Organiser has responsibility for building and maintaining membership levels and union influence.
<i>Your responsibilities may include other tasks which your Manager may instruct you to undertake from time to time.</i>	
Key Measures:	
Responsibilities/Accountabilities:	<ul style="list-style-type: none"> Engage with workers at public hospitals, public imaging, public pathology and public practices across NSW. Develop and implement workplace organising and campaign plans consistent with Public Health Operational Plan. Identify, plan and implement public health campaigns to grow union membership and build member power/influence. Develop, maintain, organise and strengthen existing membership levels. Organise personal work priorities to maximize member and delegate contact and utilize as a skills development and education opportunity. Provide timely and quality organising and campaigning advice and support to the membership, including the production of newsletters and fact sheets. Maintain accurate membership records including contact notes on the database. Effectively and appropriately use of workplace information systems, including filing, internet, email and electronic calendar. Contribute to the development and implementation of campaign priorities consistent with Public Health Plan. Contribute to the development and maintenance of effective team relations within the Union. Participate in professional support and development ensuring currency of knowledge and skills relevant to the role. Work in collaboration with Public Health organising teams to recruit around growth opportunities. Organise and facilitate on-line campaigns harnessing modern social media organising tools. Help facilitate online and direct member communications and engagement.
Performance Measures:	<ul style="list-style-type: none"> Direct recruitment. Progression and Achievement of Campaign/Sector Strategy milestones/goals. The development of delegates to recruit. Participation in team meetings and active engagement with the Team leader to review individual work-plans. The policies and practices of the Union are adhered to, including the effective use of information systems and technologies, standardized documentation and ensuring accuracy of the membership data base.

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Knowledge, Skills & Experience:	<ul style="list-style-type: none">• High level organising skills including the holding conversations, campaigns, development activity development.• Demonstrated ability to implement organising plans and the ability to problem solve and come up with creative solutions.• Ability to manage and resolve issues arising from a demanding workload, high levels of expectation and competing priorities in the workplace.• Knowledge and understanding of current industrial legislation and policies, including Fair Work Australia and of other legislation as they pertain to Industrial Relations.• Commitment to the underlying principles of the union movement, social justice, community development and equity.• Proven ability to positively contribute to change and innovation.• Proven ability to develop and implement workplace organising and campaigning plans.• Demonstrated decision-making and time management skills.• High level written and verbal communication and interpersonal skills.• Excellent presentation, public speaking and interpersonal skills.• Demonstrated initiative, drive and resilience in an ever-changing environment.• Computer literacy and keyboard skills.• Current driver's licence.
Personal Attributes:	<ul style="list-style-type: none">• Interpersonal and communication skills and an effective team player.• Able to think with a hands-on approach to getting things done.• Ability to remain positively motivated at times of significant pressure, including assisting others to meet deadlines.• Self-aware, understands their role in the team and takes responsibility for own actions.• Ability to deal with confidential and sensitive material.• Ability to develop and lead a diverse team.
Work Health and Safety:	<p>Everyone is responsible for safety and must maintain:</p> <ul style="list-style-type: none">• A safe working environment for themselves and others in the workplace.• Ensure required workplace health and safety actions are completed as required.• Participate in learning and development programs about workplace health and safety.• Follow procedures to assist the HSU in reducing illness and injury including early reporting of incidents/illness and injuries.