



Position Description [5 Aug 2021]

Workplace Organiser

Overview of Position

VAHPA Workplace Organisers work to improve the wages and conditions for Victorian Allied Health Professionals.

The Workplace Organiser is a shop-floor activist, a political facilitator and a negotiator. Organisers unify and coordinate VAHPA members to enable them to harness and express their political power in an effective way.

Organisers must be able to build close relationships with workers (Members and non-members) through respectful engagement, education aimed at empowerment, hard work and a commitment to the collective struggle. VAHPA organisers exhibit expertise and integrity.

The Workplace Organiser works collegiately with all VAHPA employees to ensure VAHPA is best placed to pursue its objects and be true to its Mission Statement at all times. VAHPA employees are to approach each work task with the aim of advancing the size and strength of the collective and of fostering member solidarity.

Duties and Responsibilities

- Engage with all members openly and positively and aim to building strong relationships between themselves and the membership.
- Empower members through education, support, cooperation and shared struggle.
- Prepare and deliver relevant workplace education.
- Promote democratic practice in the workplace through Delegates and Workplace Committees.
- Identify and engage and recruit potential members.
- Identify, develop and implement workplace campaigns in accordance with the needs of workforce and the strategic/tactical focus of the union.
- Assist in the development and lead the implementation of VAHPA's industrial (bargaining) strategy, with the aim of securing improvements in wages and conditions for all VAHPA members.
- Play a significant role in enterprise agreement negotiations, including working with members to develop logs of claim and craft the bargaining strategy while communicating with members openly and honestly on the progress of bargaining.
- Provide timely and accurate advice to members on relevant matters including on organising, industrial law, workplace policy, workplace health and safety, workers

compensation and union governance & democracy.

- Write on matters of interest and significance for the regular VAHPA publication, the Allied Health Activist.
- Assist VAHPA Industrial Officers in their preparation for conciliation and/or arbitration within the Fair Work Commission or other relevant jurisdictions.
- Answer phone calls, email or other forms of communication in a timely and respectful manner.
- Assist the Membership Officer/s in maintaining membership records and ensuring that all member data is treated professionally and that the members' right to privacy is respected.
- Play an active role in union events (those organised by VAHPA and by the broader union movement), including planning, preparation, the event itself and clean up.
- Prepare reports for the Branch Committee of Management, union officials etc.
- Represent VAHPA in delegations, industry policy forums and social justice campaigns.
- Mentor and train junior Organisers.
- Work successfully in a team environment. Including:
 - Communicating effectively with colleagues, actively seeking advice and input from colleagues and offering professional and respectful feedback
 - Being flexible with shifting priorities and responsibilities, including being able to work unsupervised
 - Being accountable to colleagues, including by setting visible deadlines and meeting them and being attentive to the work being performed by your colleagues and their deadlines
 - Being open about your professional strengths and weaknesses, being supportive of colleagues and providing them with assistance wherever necessary and/or practical
 - Celebrating individual and collective accomplishments, reflecting positively on, and learning from, failure
 - A willingness to abide by the Workplace Code of Conduct.
 - Other duties as required.

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