



## Workplace Organiser

Classification:	Grade 1 Year 1 to Grade 2 Year 4
Salary:	\$61,334 to \$95,825 plus 10% superannuation
Managerial Report:	Branch Secretary via the Lead Organiser
Team:	Organising Team
Location:	Carlton, with responsibilities across the state. Travel, both intra and interstate, may be required on occasion.

## Selection Criteria

1. Commitment to the principles of social justice and to the vision, values and objectives of VAHPA, including the ability to promote those values and objectives.
2. An understanding of the central importance of solidarity, a commitment to the principles of organising and an ability to effectively engage and empower members, delegates and activists.
3. The ability to understand, interpret and analyse awards, enterprise agreements, legislation and other relevant documentation and to provide practical outcome directed advice to colleagues and members on the basis of this understanding and analysis.
4. Experience in enterprise bargaining and managing workplace change.
5. Experience in representing and advocating for members in meeting with management and relevant industrial tribunals.
6. High-level written skills, including the ability to draft clear, concise, accurate and logically ordered documents.
7. The ability to work successfully in a team environment. This includes:
  - 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*.
8. Computer skills relevant to the position.
9. A current Victorian (or equivalent) driver license.
10. Eligibility to hold a Right of Entry Permit in accordance with the *Fair Work Act 2009* or subsequent legislation.