

The Services Union is looking for an Industrial Officer to help us meet current industrial work requirements on a temporary basis for 12 months.

Applications in writing, addressing the full selection criteria should be addressed to:
Neil Henderson, Secretary, The Services Union and emailed to diana.sparke@theservicesunion.com.au
Applications close by Friday 3 December 2021.

Employer:	The Services Union
Work Type/s:	Temp - 12 months
Location:	Brisbane
Classification:	Industrial Officer



Salary will be commensurate with qualifications and experience up to \$100,823 including superannuation. Restructured working hours (RDO) available.

Qualifications in Economics, Commerce, Business, Law or Industrial Relations or similar highly regarded.

About The Services Union We are a diverse and progressive union improving the lives of workers in Local Government, Social & Community Services (SACS), Energy, Rail, Ports and Clerical & Administration.

People join The Services Union to be part of a powerful member-led union which actively campaigns for change in our industries and communities. The Services Union is a local Queensland Branch of the Australian Services Union.



Objectives:

To operate as a member of the Branch Servicing team to ensure that The Services Union members are given and acquire the appropriate advice, knowledge, skills, cohesion, commitment and resolve to advance and protect their economic, social, political and industrial interest by providing advice, written and verbal representation and strategies to members.

Key Responsibilities:

- Advising members both verbally and in writing of their rights and obligations under industrial law and industrial instruments;
- Representing members in cases before courts and Tribunals including preparation of claims, evidence and advocacy;
- Representing the union in industrial matters, for example Award matters;
- Drafting of documents including claims and applications, statements and enterprise agreements;
- Participate in enterprise bargaining negotiations and ensure compliance with the legislative regime in all aspects of the bargaining process;
- Representing members and the unions in collective and individual meetings with employers and peak bodies;

- Preparing communication for members and workers in relation to the union's industrial activities;
- Contributing to the union's operations;
- Researching industrial matters to ensure that members' cases and the unions strategy is effectively utilising the industrial landscape; and
- Opportunities for Court work

Selection Criteria:

- Sound level of skill in the provision of advice on Industrial Relations issues (including workplace change and enterprise bargaining) to members and organisers.
- Qualifications in Law, economics, business, human resources management or similar highly regarded and/or practical industrial relations experience
- Sound knowledge of the Industrial Relations Commission/s processes, practices and policies and the Industrial Relations system and current issues.
- Ability to participate in the union's political and social justice agenda;
- Sound level of skill in negotiating within the Industrial Relations environment.
- Sound level of knowledge of relevant employment legislation and relevant awards and agreements.
- Sound level of skill in:
 - Exercising initiative and independent judgment;
 - Analysing and resolving problems;
 - The operation of computer systems
- Ability to operate as a member of a team.
- Demonstrated knowledge and commitment to unionism principles and values.