



POSITION DESCRIPTION

Function	Legal and Industrial
Position Title	Graduate Industrial Officer
Responsible to	Manager Legal and Industrial
Number of positions reporting to this role	Nil
Qualifications/Experience	Preferred: <ul style="list-style-type: none">• Relevant tertiary qualifications in law, economics, social science, industrial relations or human resources• Interest in employment law, industrial relations or trade unionism

Role Statement

The primary purpose of the Graduate Industrial Officer is to assist in case work to facilitate the effective industrial outcomes for members. The Graduate Industrial Officer is responsible for industrial and legal research, answering enquiries and assisting members of the AFPA.

The main duties of the Graduate Industrial Officer include:

- Undertaking research into legal, industrial, professional and policy issues which impact on the membership.
- Assisting in the preparation of communications to membership from the Legal and Industrial Team.
- Providing advice and assistance on Code of Conduct matters and in respect to members' rights and duties under Commonwealth law, including the Australian Federal Police Act 1979, and AFP governance.
- Providing advice and assistance to members on industrial matters arising from their employment with the AFP, including the interpretation of the Enterprise Agreement, AFP governance and the Fair Work Act.
- Providing advice and assistance to injured members, including in relation to workers' compensation matters.