

Industrial Liaison Officer- Alice Springs

Information for Applicants

Please find enclosed information that will assist you in applying for this position:

1. A Duty Statement for the position
2. The Selection Criteria

In order to apply:

- We will only accept written applications
- Please address the selection criteria in your written application
- Include a CV and the names and contact details of 2 work related referees
- We encourage applicants to provide information in their cover letter on other skills or experience you have that you feel may assist the work of the centre
- Applications must be received by Sunday 20 February 2022
- Apply via Ethical Jobs Website

Applicants are reminded that on-the-job training in industrial relations will be provided to the successful person. If you would like some more information about the sorts of issues we deal with, please see our factsheets on our website <https://www.ntwwc.com.au/problems-at-work>

If you require any further information please contact Alexandra Jeffares on (08) 8981 0655 or alex@ntwwc.com.au

Duty Statement, Level 5 (\$80 796- \$90021), NTWWC Enterprise Agreement

1. Provide advice, support, information and referral services about work-related issues and legislation to empower women both in person and over the telephone.
2. Under the supervision of the Senior Industrial Liaison Officer (SILO), provide case management assistance to clients.
3. Under the supervision of the SILO, represent and advocate on behalf of clients in conciliation conferences such as those in the Fair Work Commission and the NT Anti-Discrimination Commission.
4. Under the supervision of the SILO, mediate between and negotiate with employers, or their representatives, and NT Working Women's Centre clients.
5. In collaboration with other staff, help develop, deliver and evaluate culturally relevant education programs and resources about work related issues and legislation to women throughout the Northern Territory.
6. In collaboration with other staff, help to improve the accessibility of NTWWC services for Aboriginal and Torres Strait Islander women and women from Culturally and Linguistically Diverse backgrounds.
7. In collaboration with other staff, promote the work of the Centre to, and liaise with, the trade union movement, Government, employers, non-Government organisations, a diversity of community organisations and women in the NT.
8. Identify issues affecting working women, particularly those in low-paid and precarious employment to assist the targeting of our services and advocacy.
9. Undertake administrative duties and prepare reports and information documents as required.
10. Effectively manage own workload and time in collaboration with the SILO and Director.
11. Ensure case notes and data base entries are completed in accordance with Centre policy.
12. Represent and promote the Centre through public speaking and committee work as appropriate.

Some travel within the NT may be required.

Selection Criteria

Essential:

1. Demonstrated experience in, understanding of, and ability to communicate with women from the diversity of cultures in the NT, and demonstrated commitment to Equal Opportunity for women.
2. Demonstrated client interviewing, case work and advocacy skills using a client centred model.
3. Experience in, knowledge of, or an ability to learn about workplace issues and legislation, particularly the Fair Work Act, and legislation covering Anti-Discrimination, Workplace Health and Safety and Equal Employment Opportunity, as they affect women in the workforce.
4. Experience in, or willingness to learn, advocacy skills for conciliation and mediation.
5. High level oral, written and interpersonal communication skills, and ability to liaise and work productively with a range of government and non-government organisations.
6. Initiative and ability to research and develop resources in a consultative team environment.
7. Demonstrated experience in, or the ability to learn skills in designing, delivering and evaluating Community Education programs and information sessions, together with public speaking ability.
8. Demonstrated organisational and analytical skills.
9. Sound administrative skills and computer literacy, and a flexible approach to the organisation of work.