

# Queensland Together, Branch of the Australian Services Union

## Position Description

<b>Job Title</b>	Organiser
<b>Centre</b>	Brisbane
<b>Classification</b>	A05 – A07 (Gross Salary Range \$3563.35 - \$4,905.45 per fortnight)
<b>Employment Status</b>	Permanent, Fulltime

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### Purpose

- To contribute to the building of a stronger Union by.
  - Recruiting new members to the union.
  - Identifying, fostering and support union delegates and activists,
  - Increasing the level of activism of union delegates and activists,
  - Providing industrial advice,
  - Representing workers in meetings and other forums, and
  - Representing the union at employee inductions.

### Organisational Environment

- Together is an organising union with over 29,000 members that provides industrial services to all Queensland State Government departments, some university staff, some private entities such as private health areas and government owned corporations.
- The organising team is made up of dedicated staff allocated in different 'patches' whose primary role is to build power for workers in that region. The team is responsible for undertaking new starter contact, representing the union at inductions, working with delegates, activists, and members to both develop delegate and membership structures as well as activate membership involvement in campaigns.
- Organisers will work within a team and be responsible for organising areas of membership to which you are assigned. This is largely on a geographical basis but may also be on a departmental or occupational group basis.
- Organisers are responsible for increasing both membership and delegate levels within their respective areas.
- Organisers contribute to wider union and community activities to build both membership and strength in union campaigns.

### Reporting Relationships

- Organisers report to the Assistant Branch Secretary through Lead Organisers.

### Duties

- Recruit new members to the union including attendance at induction programs according to agreed recruitment targets.
- Recruit members to become activists within the union.
- Encourage and facilitate union members to be involved in union campaigns and activities.
- Work with members on industrial issues locally to progress their concerns.
- Meet with management representatives, with delegates and members, to raise industrial concerns and resolve these issues.
- Provide basic advice on industrial issues, union policies and services to members, after consultation with other union officers if necessary.
- Participate in team meetings
- Communicate with members, both verbally and through written mediums, about the objectives, actions and progress of campaigns and other union activities.
- Collect and collate information for the purpose of mapping delegate and membership structures.
- Update files and details on members, delegates, and industrial issues when necessary.
- Prepare written briefs to management and other team members about industrial issues and other union activities.
- Participate in and support broader union activities.

### **Financial Delegations**

- Nil.

### **Mandatory Requirements**

- Applicants must be able to satisfy the requirement Section 513 of the Fair Work Act 2009 in order to gain a Right of Entry.
- Open class “c” driving license is essential.

### **Key Selection Criteria**

1. Demonstrated ability to recruit new members to the union or undertaking similar recruitment activities in a non-union context. This would include presenting to large groups and convincing them to join and undertaking this work one on one. Please provide examples.
2. Knowledge of industrial relations or the ability to quickly obtain knowledge of industrial relations practices and principles. The ability to give considered industrial advice and represent workers in meetings with management representatives.
3. Demonstrated ability to complete written communications, including formal letters, submissions, reports, prepare spreadsheets and email communications. Demonstrated competence using programs such as Microsoft Word, Excel, Outlook, and PowerPoint.
4. Ability to work as part of a team with limited supervision, this will include a demonstrated ability to be self-motivated and prioritise complex tasks.

Please note at interview you will also be required to present a work test. If you are shortlisted for interview a work test will be sent to you prior to the interview.

### **Additional Information**

- Together is an Equal Employment Opportunity Employer.
- Smoking is prohibited in all Together buildings and vehicles.
- All Together organisers require a current driver's license enabling them to operate a vehicle in Queensland.
- Progression arrangements from AO5 to AO6 and AO6 to AO7 exist within the Union for industrial staff. At commencement, successful applicants may seek to negotiate higher starting rates.
- While the positions are permanent within the Union, the Union has previously sought extended leave for various Public Sector employees for members to assume these roles.
- The position may need to work at night or on weekends.
- Travel away from assigned location involving being away overnights will be required.
- Travel to Brisbane for extended training on commencement will be required.
- In addition to addressing the Selection Criteria, applicants should provide a succinct Curriculum Vitae or Resume, including relevant work history.

\* Applicants are requested to forward preferably (1) one copy of their application to:

Alex Scott  
Branch Secretary  
PO Box 3272  
South Brisbane QLD 4101  
Or email to [jobs@together.org.au](mailto:jobs@together.org.au)