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| Position | Industrial/Legal Officer |
| **Union** | Professionals Australia |
| **Overview** | Professionals Australia (PA) is a contemporary and innovative union, representing the industrial and professional interests of professional employees across Australia. Our members include engineers, scientists, pharmacists, managers, IT professionals, translators and interpreters, and architects.  We are committed to growing and strengthening our membership in workplaces and across industries and professions.  We strive to make a positive difference to members’ working and professional lives and we are working hard to gain greater respect, recognition and rewards for our members and the vital professional services they deliver.  PA is known for expanded service offerings, alternate membership models and digital marketing to achieve membership growth and retention.  We are looking for an Industrial/Legal Officer to play a critical role in the ACT PA team in improving and defending the working conditions of members across workplaces, industries and professions in innovative ways. Reporting directly to the ACT Director, this role will work closely with other industrial and organising staff to achieve great outcomes for our collective membership. |
| **Role description** | The Industrial/Legal Officer will:   * Provide support, advice and representation to individual members and groups of members as required * Work closely with the NSW and ACT industrial team, elected officials and committees to develop, implement and review industrial strategies and goals for industries and workplaces * Provide strategic legal or industrial advice and support to organising staff and delegates in all aspects of enterprise bargaining, disputes and other campaigns * Assist with the drafting of submissions and reports on inquiries and proposed legislation and regulation as required * Represent members and or the Union in industrial tribuals * Contribute to and conduct delegate training * Undertake advocacy on behalf of PA in a range of forums, consultative bodies and working parties * Contribute to building collaborative, inclusive and productive work practices across PA * Support a diverse, healthy and safe workplace |
| **Skills and experience** | We are seeking someone who has:     * Experience in providing workplace advice and support to members or clients; * Experience in the negotiation of workplace pay and conditions and resolving workplace issues and disputes, including advocacy experience * Knowledge and experience in applying industrial (federal and NSW), anti-discrimination and WH&S legislation to collective industrial issues * Demonstrated analytical abilities and problem-solving skills * A demonstrated commitment and ability to work collaboratively with members, delegates, and organisers to achieve industrial goals * Ability to represent members in industrial tribuals * Extensive knowledge of contemporary industrial relations and the issues facing professionals at work * Excellent verbal and written communication skills and the ability to produce high quality reports. * Demonstrated commitment to union values and integrity * Relevant tertiary qualifications * A ROE permit or ability to obtain one * A current driver’s licence |
| **Salary and conditions** | Negotiable based on experience.  Flexible working arrangements, attractive leave entitlements and access to a work vehicle.  The location of the position is in the ACT office. All staff in ACT team currently have access to working from home options where it is safe, effective and efficient for them to do so. |
| **Further information** | People from diverse backgrounds, including Aboriginal and Torres Strait Islander people, are strongly encouraged to apply.  Applications must address the skills and experience criteria above.  For more information, please contact Kathleen Studdert ACT Director on 0411 857 118 |
| **Send applications to** | Vicky Palmer [vpalmer@professionalsaustralia.org.au](mailto:vpalmer@professionalsaustralia.org.au) |
| **Applications close** | ***Applications close 5pm Tuesday 28 June 2022*** |