



## POSITION DESCRIPTION

<b>Role title:</b>	<b>Organiser</b>
<b>Job classification:</b>	VPSG 3.1.1 to 4.1.7 equivalent. <i>Classification dependent on experience</i>
<b>Base salary:</b>	\$81,496 – \$114,476 per annum. <i>Salary dependent on experience</i>
<b>Entitlements:</b>	<ul style="list-style-type: none"><li>• A commuted overtime allowance of 10%, paid on base salary</li><li>• Superannuation of 15.5%, paid on base salary</li><li>• 12 Rostered Days Off (RDOs) per year</li><li>• 4 weeks of annual leave</li></ul>
<b>Enterprise Agreement:</b>	<a href="#">CPSU SPSF Group Victorian Branch Staff Agreement 2017</a>
<b>Reporting to:</b>	The Branch Secretary, via an assigned Organising Team Leader
<b>Primary workplace:</b>	128 Exhibition Street, Melbourne VIC 3000
<b>Requirements:</b>	Current Driver's License

### ROLE PURPOSE

**Organisers** play a central role in building union power and strengthening member engagement across the Victorian community and public sector. In this role, you recruit and maintain relationships with members and workplace delegates, support and mentor delegates and health and safety representatives, and provide guidance to ensure effective member representation.

You plan and deliver workplace, sectoral, and state-wide campaigns, mobilise members around enterprise bargaining and organisational change, and contribute to strategic organising plans using workplace mapping and analysis. Accurate data management, reporting, and a solid understanding of industrial legislation, awards, and agreements underpin all activities. Representing the union professionally in workplaces and external forums, you enhance its visibility, credibility, and influence across the sector.

### ORGANISATIONAL CONTEXT

The **Community and Public Sector Union, State Public Services Federation Group (CPSU SPSF Group Victoria)** is the union that represents Victorian public sector workers. This includes employees in the Victorian Public Service, associated public entities such as statutory authorities, public corporations, and arts and cultural institutions; as well as a handful of community and other third-sector organisations.

**CPSU Victoria** represents members across a wide range of occupations and departments—policy, administration, regulation, heritage and culture, IT, justice, child protection, corrections, and more. The union is based at **Level 4, 128 Exhibition Street, Melbourne**, and operates within the national industrial relations system, principally but not only under the *Fair Work Act 2009* and the *Registered Organisations Act 2009*.

The **CPSU Victoria** has a proud history dating back to 1885, when the first Victorian public service association was formed to secure fair treatment, job security, and independence from political interference. Today, CPSU

**ORGANISATIONAL CONTEXT**

Victoria continues that tradition—fighting for fair pay, safe workplaces, secure jobs, and respect for the vital work public sector employees do to serve the Victorian community.

The union is a democratic, member-led organisation, governed by an elected Branch Council and Executive. It is affiliated with Victorian Trades Hall and the Australian Council of Trade Unions (ACTU) and works collaboratively with other unions and civil society partners to advance the rights of working people.

DUTIES	DESCRIPTION
<b>Member Communication, Engagement &amp; Recruitment</b>	<ul style="list-style-type: none"> <li>• Maintain effective communication with members and delegates through meetings, phone calls, digital platforms, and written updates.</li> <li>• Identify, engage with, and recruit new members.</li> <li>• Promote the benefits of union membership through structured conversations, workplace visits, and campaign activity.</li> <li>• Promote union activities and campaigns.</li> </ul>
<b>Delegate / HSR Support and Development</b>	<ul style="list-style-type: none"> <li>• Identify, develop, and mentor workplace leaders to become delegates and/or health and safety representatives (HSRs).</li> <li>• Provide support, advice, and resources to delegates and HSRs to build their confidence and capability in representing members and taking collective action in the workplace.</li> </ul>
<b>Campaign Planning and Delivery</b>	<ul style="list-style-type: none"> <li>• Develop and deliver, with support and with the approval of the leadership and the campaigns team, workplace, sectoral, or state-wide campaigns.</li> <li>• Collaborate with members and colleagues to implement strategic sector-/union-wide campaign plans.</li> </ul>
<b>Enterprise Bargaining Negotiation</b>	<ul style="list-style-type: none"> <li>• Lead Enterprise Agreement bargaining</li> <li>• Lead Enterprise Agreement campaigns</li> <li>• Mobilise members around bargaining demands, support claim development, and contribute to achieving fair outcomes.</li> </ul>
<b>Member Representation</b>	<ul style="list-style-type: none"> <li>• With support from delegates, members, and other union staff, represent members on collective issues in meetings with management.</li> <li>• With support from delegates, members, and other union staff, represent members during major organizational changes / restructuring / rostering (i.e. Clause 11) processes.</li> <li>• Mobilise members around campaigns related to restructuring processes.</li> </ul>
<b>Workplace Mapping &amp; Planning</b>	<ul style="list-style-type: none"> <li>• Work with delegates, members, and other workplace leaders to conduct workplace mapping to identify density, coverage gaps, leadership opportunities, and structural power.</li> <li>• Use workplace mapping to develop and execute strategic organising plans.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Work with other Organisers to build union power across the broader public sector</li> <li>• Work with the Entitlements and Compliance Team to support individual members representation where necessary</li> <li>• Provide mentoring and support for Junior Organisers</li> </ul>
<b>Data Management and Reporting</b>	<ul style="list-style-type: none"> <li>• With support, maintain accurate records of member engagement, workplace</li> </ul>

<b>DUTIES</b>	<b>DESCRIPTION</b>
	<ul style="list-style-type: none"><li>• activity, and campaign progress using the union's database and reporting tools.</li></ul>
<b>Industrial Legislation &amp; Regulation Knowledge</b>	<ul style="list-style-type: none"><li>• Develop and maintain a working knowledge of relevant awards, enterprise agreements, industrial legislation and regulation, and public sector policies affecting members.</li></ul>
<b>Union Representation and Visibility</b>	<ul style="list-style-type: none"><li>• Represent the union in workplace meetings, events, and external forums as required.</li><li>• Build the union's profile and credibility with members and employers.</li></ul>
<b>Other duties</b>	<ul style="list-style-type: none"><li>• Any other duties assigned by the Branch Secretary.</li></ul>