



## POSITION DESCRIPTION

**Position:** Industrial Officer

**Team:** Organising Private Hospitals and Aged Care Team

**Reports to:** Campaign Lead Organising Private Hospitals and Aged Care Team

**Key relationships:** Manager Organising Private Hospitals and Aged Care Team, Organisers, Bargaining Campaign Officers and Team Administration – Organising Private Hospitals and Aged Care Team, MRC, Branch Officials/Delegates

**Hours of work:** Full Time/Part Time in accordance with the New South Wales Nurses and Midwives' Association (NSWNMA) and Australian Nursing and Midwifery Federation New South Wales Branch (ANMF NSW) Employment Enterprise Agreement 2023

**Salary range:** Industrial Officer Level 1 - 5

### Vision Statement

The New South Wales Nurses and Midwives' Association (NSWNMA) and the Australian Nursing and Midwifery Federation New South Wales Branch (ANMF NSW Branch) is a strong, influential union of members respected as a contemporary leader in society for its innovation and achievements.

### Our Values

The NSWNMA / ANMF NSW Branch conducts itself with **integrity** and **courage**, demonstrating **creative** and **innovative approaches**. The NSWNMA / ANMF NSW Branch will be an authoritative advocate on behalf of the nursing and midwifery professions, as well as for the community in advancing a world-class, well-funded, integrated health system, based on a clear and considered vision for the future.

The NSWNMA / ANMF NSW Branch will demonstrate **ethical** and **respectful behaviour** in its interactions with other organisations and society, whilst ensuring its own workplace is **cohesive**, **fair** and **dynamic**, embracing **collectivism** with shared union beliefs.

### Position Overview:

The Industrial Officer specialises in the conduct of industrial, technical and representative aspects of organising campaigns to empower member leaders and grow the union's workplace power; and the conduct of enterprise bargaining in areas determined as strategic priorities.

The incumbent directly contributes to the Association's strategy of building member power by organising high density, action-focused member-lead networks, and building member-led collective action to win.

## **Key Responsibilities:**

### **1. Campaign implementation**

Work closely with organising colleagues on specific campaigns to build the union and its member leaders' capacity in alignment with the Strategic Plan:

- Provide industrial advice to organising, campaign and communications officers to contribute to development of their campaign-related activities including participating in and advising internal campaign committees/groups and providing written material for Organisers where needed
- Leading or participating in negotiations with employers (as allocated)
- Provide written material to members tailored for audience and to a variety of offline and online channels
- Participate in or lead campaign planning for particular campaigns or collective disputes, including phasing considerations and the integration of organising, industrial, nursing professional, and communications aspects

### **2. Collective bargaining campaigns**

Conduct Agreement campaigns in a manner that supports the achievement of specific growth and member leader capacity goals:

- Develop and execute member research process for collective bargaining claim development
- Support and guide Organisers in carrying out process for member consultation, claim endorsement, feedback during bargaining period, member approval of proposed agreement/settlement
- Where required, develop model and innovative claims
- Planning and executing strategies aimed at achieving collective agreements, integrating organising and campaigning and leading negotiations
- Undertake preparation and presentation of submissions in industrial tribunals, including evidence/affidavits where required.

### **3. Industrial advocacy in tribunals**

Prepare and present matters in industrial tribunals relating to collective bargaining and collective disputes, in a manner that facilitates the achievement of union growth and building the capacity of member leaders in their workplaces.

#### **4. General professional industrial work**

- Provide thoroughly-researched quality reportage and professional advice to the formal bodies of the Association as required, for example Committee of Delegates, Annual Conference and Council meetings.
- Provide high quality reportage to contribute to the communication of industrial matters to members across online and offline channels
- Provide research, report writing and/or claim development on industrial issues
- Represent the Association in external and member forums as required
- Contribute to the development of the Association's broad industrial policy and strategic industrial priorities as required.
- Providing professional direction and leadership to other Association staff and/or Branch Officials on industrial matters.

#### **Selection Criteria:**

##### **Essential:**

1. Demonstrated commitment to the trade union movement
2. Commitment to strive for the advancement of nurses and midwives and their professions
3. Thorough working knowledge of contemporary industrial relations legislation and practices and adaptability to changing legislative regimes
4. Specific knowledge and preferably experience in the negotiation of collective agreements
5. Specific knowledge and experience in tribunal advocacy
6. Developed negotiation, advocacy and representation skills
7. Experience in program/project development, implementation and evaluation ability including skills such as co-ordination, highly-developed consultation skills
8. High level of initiative and ability to self-manage a range of complex issues/matters simultaneously; prioritise work considering campaign, team and organisational goals
9. Ability to exercise accurate and high level judgment about industrial issues, including those with union-wide sensitivity or implications, commensurate with level of experience in the role
10. Ability to operate and deliver outcomes in a political environment
11. Excellent written and oral communication skills
12. High level of industrial research and analytical skills

13. Flexibility to adapt to high pressure situations and meet tight deadlines under pressure
14. Ability to provide professional leadership and direction to Organisers on industrial issues
15. Embrace organising frameworks in your execution of bargaining campaigns; or where not able to demonstrate this at the point of employment, a willingness to learn and apply these
16. Ability to participate effectively as a member of a team
17. Word processing and typing capacity to a level of reasonable self-sufficiency and working knowledge of Word, email and Excel, internet searching
18. Ability to relate effectively with members/delegates/potential members, and employers/employer representatives
19. Current driver's licence (class 1A)

**Relevant tertiary education:**

1. A degree including industrial relations, or alternatively arts, law or other broad social sciences discipline is relevant. An alternative is an extensive number of years' experience working directly in the specialist IR field, most likely augmented by diploma or continuing education-level studies in IR.

**Desirable:**

1. Experience in related fields such as work as an Organiser, industrial research officer or employment/IR lawyer is an additional benefit
2. Prior working experience in the trade union movement is an additional benefit.

I have read and understand the requirements of this position. I agree to undertake the responsibilities as set out in the position description.

Employee's signature:

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Date:

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