



ORGANISER

Classification:	Grade 1 to Grade 3.1
Reports to:	Branch Secretary (day to day direction may be provided by the relevant Team Leader)
Relevant Teams:	Organising (including PSOT, DDPC, MRT)
Location:	The VAHPA office (currently Carlton), with responsibilities across the state. Travel, including interstate, may be required.

PURPOSE STATEMENT

This position plays a vital role in supporting and empowering Allied Health Professionals (**AHPs**) across Victoria by building collective strength, promoting democratic engagement, and advancing VAHPA's strategic objectives. Through workplace organising, campaign coordination, and responsive member support, the role helps ensure VAHPA members are heard, respected, and represented in their efforts to improve conditions in their workplaces and across the health system.

All work undertaken in this role must align with the strategic direction set by the Branch Secretary and the Branch Committee of Management (**BCoM**).

ROLE OVERVIEW

VAHPA Organisers are central to building and exercising the collective power of AHPs across Victoria. This role supports members by increasing union membership, developing confident and capable workplace leaders, and coordinating campaigns that improve wages, conditions, respect and safety at work.

Organisers work directly with members and delegates to address workplace issues, build democratic structures, and advance the union's strategic objectives. The role includes field organising, campaign implementation, and direct member support, including participation in bargaining, grievance handling, and workplace advocacy.

Organisers may be deployed across the Public Sector Organising Team (**PSOT**), the Diagnostic, Disability and Primary Care Team (**DDPC**), and the Member Response Team (**MRT**), depending on organisational needs. All work must align with the strategic direction set by the Branch Secretary and BCoM.



DUTIES AND RESPONSIBILITIES

1. MEMBER ENGAGEMENT AND EMPOWERMENT

- 1.1. Engage positively with AHPs to build relationships and trust in the union and the BCoM.
- 1.2. Educate members and delegates to develop knowledge, confidence, and collective agency.
- 1.3. Support and develop active delegates and workplace committees.
- 1.4. Increase VAHPA membership and improve density across assigned worksites.

2. CAMPAIGNS AND COLLECTIVE MEMBER ACTION

- 2.1. Initiate, plan, and implement workplace and industry campaigns in line with the Branch's strategic direction.
- 2.2. Coordinate and support workplace meetings and collective actions to build member engagement and visibility.
- 2.3. Mobilise and support members to participate in campaigns, including enterprise bargaining and other strategic workplace initiatives.
- 2.4. Promote and support peer-to-peer recruitment as a central element of union growth and workplace strength.
- 2.5. Support members and delegates on occupational health and safety matters, including the establishment and maintenance of Designated Work Groups (DWGs).
- 2.6. Provide training, advice, and practical support to Delegates who hold Health and Safety Representative (HSR) roles, ensuring they are empowered to represent and protect their workgroups effectively.

3. ENTERPRISE BARGAINING AND INDUSTRIAL ENGAGEMENT

- 3.1. Support the development of enterprise bargaining strategies and logs of claim.
- 3.2. Engage in bargaining and negotiations as directed.
- 3.3. Work with Industrial Officers and members to ensure informed participation in bargaining processes and campaigning.
- 3.4. Participate in conciliation or dispute resolution forums (e.g. Fair Work Commission) with Industrial Team support.

4. MEMBER RESPONSE AND CASE WORK SUPPORT

- 4.1. Respond to inbound member enquiries and provide timely, accurate advice on workplace issues including disputes, grievances, workers' compensation, consultation, including in relation to workplace change, and award/agreement matters.
- 4.2. Review and analyse relevant documentation, including legislation, enterprise agreements, policies, and correspondence.
- 4.3. Draft correspondence and assist in representing members in meetings with employers or relevant authorities, as delegated.
- 4.4. Where appropriate and within scope, represent members in relevant tribunals or forums.
- 4.5. Liaise with colleagues in the Member Response and Industrial Teams to ensure consistent advice and coordinated case management.
- 4.6. Provide follow-up support to ensure member issues are appropriately resolved.

5. ORGANISING ADMINISTRATION AND COMMUNICATION

- 5.1. Maintain accurate records of activities, member engagement, and campaign or casework data.
- 5.2. Provide timely advice and support to members and delegates.
- 5.3. Contribute to union communications, including VAHPA's publications and digital platforms.

6. COLLABORATION AND TEAMWORK

- 6.1. Contribute to team and branch planning activities, including the development of work plans and by providing regular progress reports to the Secretary and Team Leader.
- 6.2. Communicate effectively and respectfully with colleagues, share resources, and provide constructive feedback.
- 6.3. Actively engage in whole-of-union campaigns and delegate structures.

7. OPERATIONAL OVERSIGHT AND OTHER DUTIES

- 7.1. Maintain up-to-date records within the membership database, documenting all relevant interactions, actions taken, and outcomes.
- 7.2. Perform other duties as required, consistent with the classification and the strategic needs of the Branch.

REQUIRED SKILLS AND QUALIFICATIONS

- Demonstrated commitment to VAHPA's vision, values, and strategic objectives, with the ability to actively promote these values in the workplace and among the membership.
- Proven ability to build strong, respectful relationships with union members, delegates, and colleagues.
- Strong skills in member engagement, education, and empowerment, including the ability to support delegate-led organising.
- Practical understanding of enterprise agreements, awards, and relevant legislation, with the ability to interpret and apply them in workplace settings.
- Experience supporting or coordinating member-led campaigns, including planning, mobilisation, and communication.
- Confident verbal and written communication skills, including the ability to advocate persuasively, write clearly, and contribute to union publications.
- Strong organisational and administrative skills, including accurate record-keeping and database use.
- Ability to work independently and collaboratively in a dynamic, values-driven team environment.
- Willingness and capacity to travel across Victoria and work flexible hours where required.

ACCOUNTABILITY AND SUPERVISION

This position reports to the Branch Secretary. Day-to-day operational direction may be provided by a designated Team Leader in accordance with the team structure determined by the Secretary.

Organisers are expected to act with professionalism, integrity, and accountability in all duties. They must work cooperatively with other staff and in alignment with VAHPA's values, policies, and strategic direction. Performance expectations and responsibilities may evolve over time to meet the operational needs of the Branch.

DEPLOYMENT FLEXIBILITY

Organisers may be deployed across any of VAHPA's organising teams, including the PSOT, DDPC, and MRT, or any future organising structures, in accordance with the operational needs of the Branch.

All duties performed within these teams will remain consistent with the core responsibilities outlined in this Position Description. Deployment decisions are made by the Secretary or a delegated authority. Organisers are expected to remain adaptable and to work collaboratively across teams to support the Branch's strategic and operational priorities.

ADDITIONAL INFORMATION

- VAHPA is an equal opportunity employer and strongly encourages applications from individuals of diverse backgrounds and experiences.
- All staff are expected to uphold *VAHPA's Code of Conduct*, comply with organisational policies, and contribute to a collaborative, respectful, and high-performing workplace culture.
- The successful candidate should hold a current Victorian (or equivalent) driver licence and be eligible to hold a *Right of Entry Permit* in accordance with the *Fair Work Act 2009* or any subsequent legislation.

EXPECTED OUTCOMES

Success in this role will be demonstrated by:

- Growth in membership and improved density across assigned worksites.
- Increased engagement and development of workplace delegates and committees.
- Effective planning and implementation of campaigns aligned with VAHPA's strategic direction.
- High-quality support and advocacy in response to member issues and workplace concerns.
- Positive member feedback and strengthened trust in the union.
- Constructive collaboration with colleagues and contribution to a cohesive, high-functioning team environment.
- Measurable contributions that advance VAHPA's goals of social justice, union democracy, and improved outcomes for Allied Health Professionals.

DOCUMENT CONTROL

Version: 5.1

Approved by: Branch Secretary

Date: 14 May 2025
Review: 2026

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