

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.

SELECTION CRITERIA

1. Commitment to VAHPA Values

Demonstrated commitment to the vision, values, and objectives of VAHPA, including the ability to actively promote these values when working with members, delegates, and colleagues.

2. Member Engagement and Empowerment

Proven ability to engage positively with members to build trust, increase union membership, and support democratic workplace organising through delegate development and collective action.

3. Campaign and Industrial Activity

Experience planning, coordinating, or supporting campaigns that achieve improvements to wages, conditions, and workplace rights. Familiarity with enterprise bargaining and capacity to assist in the development of bargaining claims, participate in negotiations, and communicate with members about campaign progress.

4. Casework and Member Support

Demonstrated ability to provide clear, practical advice to members about workplace issues, including grievances, disputes, and enterprise agreement matters. Ability to analyse workplace problems, assist in drafting correspondence, and represent members in meetings with management or, where appropriate, in tribunals.

5. Collaboration and Organisational Contribution

Ability to work cooperatively with colleagues across teams and contribute to shared objectives. Willingness to be flexible and take direction from the Secretary or a delegated authority, and to work in any of VAHPA's organising teams (PSOT, DDPC, MRT) as needed.

6. Communication and Advocacy Skills

Strong communication skills, both verbal and written, including the ability to write clearly, speak persuasively, and contribute to union communications such as newsletters or campaign materials.

7. Technical and Administrative Skills

Proficiency in managing data, maintaining accurate records, and using digital tools (e.g. membership databases, communications platforms, or reporting tools) to support organising and member service work.

8. Legal and Practical Requirements

The successful candidate must hold a current Victorian (or equivalent) driver licence and be eligible to hold a Right of Entry Permit under the *Fair Work Act 2009* or subsequent legislation. Prior experience in the health sector or union movement is desirable.

DOCUMENT CONTROL

Version:	5.0
Approved by:	Branch Secretary
Date:	12 May 2025
Review:	2026

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