

Position Description

Position Title	Partnerships Officer		
Reports To	Workers' Capital Manager		
Division	ACTU Centre for Workers' Capital & Superannuation	Work Centre	Industrial & Policy
Location	365 Queen Street, Melbourne		
Classification	Level 4	Mode	Full time, ongoing
Direct Reports	Nil	Date	Current version: July 2026 Last revised: April 2026

Position Purpose

The Partnerships Officer is responsible for the administration in support of the Centre for Workers' Capital and related ACTU work to advance workers' working and retirement outcomes.

The role is responsible for the preparation of partnership proposals and the delivery of Centre for Workers' Capital services, including the organisation of Centre events, administration and organisation of contract deliverables and engagement with partners. The role will support the Centre for Workers' Capital Board in its role in overseeing the Centre.

The Workers' Capital Officer will work to seek and deliver sponsorship for ACTU events such as Superannuation Forums, ACTU Congress and other Conferences.

The Partnerships Officer will maintain relationships with ACTU partners, ACTU affiliates, superannuation collective vehicles and internal ACTU teams.

A commitment to trade union values is essential.

Responsibilities & Selection Criteria

Responsibilities

- Administration of the Centre for Workers' Capital operations
 - Monitor the service requirements, and the delivery of services, across all partners to ensure agreement compliance
 - Delivery of services including organisation of events and other deliverables
 - Prepare Centre for Workers' Capital partnership proposals, service agreements including the preparation, service proposals and contracts
 - Assist in the provision of Centre for Workers' Capital reporting working closely with the ACTU Finance Team
 - Support the Centre for Workers' Capital Board including through the provision of board packs and attendance at board meetings
 - Maintain relationships with Centre for Workers' Capital partners to ensure the effective implementation of service agreements
 - Work collaboratively with other ACTU teams to ensure the timely and cost-effective delivery of contractual obligations

- ACTU sponsorships
 - Coordinate the procurement and management of sponsorships for ACTU conferences and events, including identifying potential sponsors, supporting the development of sponsorship proposals and agreements, liaising with sponsors, and tracking sponsorship deliverables in line with ACTU governance and financial requirements.
- File, update and maintain documentation and correspondence in SharePoint and other approved systems, in line with ACTU record-keeping, governance and information-management requirements.

Key Selection Criteria

- Well-developed organisational skills, including the ability to manage registers, trackers, documentation and competing priorities with attention to detail.
- Demonstrated ability to prioritise work, exercise sound judgement and discretion and provide high-quality administrative and coordination support across multiple tasks and stakeholders.
- Demonstrated ability to use computer applications and systems confidentially and effectively, including document management platforms such as SharePoint and standard office software (Word, Excel, PowerPoint, Outlook).
- Demonstrated commitment to the values of the ACTU, the Australian union movement and the interests of working people.
- Strong interpersonal, verbal and written communication skills.

Desired Selection Criteria

- Understanding of superannuation and workers' capital.

Key Contacts

Key Internal Contacts

- Centre for Workers' Capital
- ACTU Operations Team
- ACTU Legal, Research and Policy Work Centre
- All ACTU Work Centres and Staff

External Contacts

- Centre for Workers' Capital partners
- ACTU partners
- ACTU affiliates
- Superannuation industry stakeholders including funds and collective vehicles