



Job & Person Specification

Bargaining Officer

Author: Head of People and Wellbeing | Updated: August 2026

Classification:	RN 2/ 3 – Depending on qualifications and relevant experience
Team:	Bargaining Team
Employment Status:	Permanent, Full time

Organisation Overview

The Australian Nursing and Midwifery Federation (SA Branch) (ANMFSA) is the principal professional and industrial organisation representing more than 26,000 nurses, midwives, and personal care workers across South Australia. ANMFSA has been the leading voice for the nursing and midwifery workforce for more than a century, working together to negotiate positive outcomes at a local, state, and federal level.

The organisation also incorporates the Australian Nursing and Midwifery Education Centre (ANMEC), a registered training organisation offering training in aged care, nursing, and a variety of other health related areas.

ANMF (SA Branch) also operates an inhouse legal firm, Union Legal SA, providing legal services to both members and non-members, and works with other partners to support the Rosemary Bryant Foundation, a charity sponsoring nursing and midwifery research.

Vision

Stronger together, protecting, developing and empowering nurses, midwives and care workers at work and in practice. Our voice is a powerful and credible force for change.

Mission

To grow a united collective of voices who advocate to protect and improve the working and professional lives of nurses, midwives and care workers and create a better future by shaping important decisions that impact our professions and communities.

Culture & Values

We at the ANMFSA share a passion and culture that empowers us to achieve and encourages innovation. We thrive on the opportunities to grow as individuals and the flexibility to enjoy a work/life balance. Our Values ‘...that contribute to a happy and dynamic workforce’

- Unity
- Passion and compassion
- Excellence
- Respect
- Integrity and justice
- Diversity
- Organisational growth





Position summary

Lead enterprise bargaining and industrial campaigns that improve members' wages, conditions and workplace rights while strengthening union membership and workplace organising.

The Bargaining Officer is also accountable for:

- Representing members in the workplace through the negotiation of workplace agreements
- Development, delivery, and evaluation of cases for members and groups of members in relation to their industrial and/or professional issues to relevant tribunals and authorities
- Contributing to the development of industrial policy and programs related to a specific area or issue associated with industrial relations and/or health industry practice
- Development, implementation, and evaluation of strategies to recruit and retain members of the ANMFSA

Responsibilities

Bargaining

- Negotiate enterprise agreements with employers and their representatives, including planning, preparing for, conducting and concluding bargaining, and undertaking all statutory processes associated with enterprise agreement approval.
- Involve members in the development of claims.
- Collaborate with other Bargaining Officers to plan for bargaining throughout the year, including developing strategies to apply to bargaining for each enterprise agreement.
- Work collaboratively with Professional Liaison Officers to identify organising opportunities, increase workplace density and build delegate structures to support enterprise bargaining.
- Support organising and bargaining initiatives by working closely with Professional Liaison Officers (Organisers) to identify opportunities, strengthen member engagement, and negotiate enterprise agreements with employers on behalf of members.
- Undertake action to protect and enforce the industrial rights of the ANMF and its members throughout the bargaining process, including matters relating to industrial action and enterprise agreements.
- Develop and implement bargaining strategies informed by member priorities, industrial trends, workplace intelligence and organisational objectives.
- Coordinate complex enterprise bargaining activities, guide negotiations, support negotiation strategy, member participation, stakeholder engagement, managing statutory requirements and driving agreements throughout the bargaining lifecycle, specifically by;
 - Managing enterprise bargaining in accordance with the requirements of the *Fair Work Act 2009* (Cth), including compliance with good faith bargaining obligations and statutory timeframes.
 - Prepare and conduct proceedings and applications associated with enterprise bargaining, including protected action ballot orders, Fair Work Commission proceedings, enterprise agreement approval applications and other related industrial matters.
 - Coordinate and oversee statutory enterprise bargaining processes from initiation through to approval, including Notices of Employee Representational Rights (NERRs), employee voting processes, agreement approval requirements and compliance with legislative obligations.





Visibility

- Attend meetings and hearings with/on behalf of members in the context of Enterprise Bargaining where appropriate.
- Work with Professional Liaison Officers to ensure an effective presence at worksites, including through Right of Entry.

Recruitment & Retention

- Promote the ANMFSA as an effective and responsive organisation for nurses/midwives and personal care assistants, to members, potential members and to the broader community.
- Emphasise the value of ANMFSA membership through the provision of timely and effective service to members.
- Contribute towards the meeting of organisational targets in relation to membership growth.
- Identify opportunities for potential recruitment of members including new or less well-unionised sites, including through strategic litigation of industrial matters.
- Relate industrial/regulatory issues in the workplace to the value of membership.

Member Networks

- Contribute to planning, implementing, and evaluating member education systems in conjunction with ANMFSA's Education & Training staff.
- Be involved in the recruitment and development of worksite representatives.
- Promote the value of trade union training for WSR roles.
- Participate in the delivery of trade union training.
- Contribute to the development & maintenance of worksite structures that support union membership and participation.
- Establish and maintain other member networks relevant to the Branch.
- Deliver advice and support to worksite representatives and members.
- Establish and support networks and communicate with worksite representatives and members, to develop and support campaigning around industrial issues or portfolios for members of the ANMFSA.
- Work to promote the roles of all workplace representatives and to support the networks for these representatives within the ANMFSA.

Communication

Participate in and contribute to:

- Staff and team meetings, staff development sessions and planning forums.
- The development of formal reports to Branch Council by provision of relevant material to the Professional Liaison Officer Team Manager on at least a bi-monthly basis.
- The development and implementation of targets and plans of the Branch in relation to organisational objectives.
- Branch newsletters and bulletins by the submission of articles and draft bulletins on bargaining developments, issues and results.
- The development of information and presentations to member forums and committees, as delegated.





- Drafting member communications related to enterprise bargaining may have relevance to members more widely.
- Preparing bargaining strategies.
- Preparing industrial and bargaining briefs.
- Preparing Fair Work Commission material.
- Drafting correspondence to employers.

Teamwork

- Participate in and contribute to the provision of staff development, advice, and assistance to other team members in relation to matters within own areas of knowledge and competence.
- Carry a portfolio(s) delegated by the Professional Liaison Officer Team Manager related to areas of bargaining or industrial practice and/or policy and provide advice to other members of the ANMFSA Team in relation to these matters.
- Work collaboratively with, and take operational direction from the Team Leader, Professional Liaison Officer & Bargaining in relation to work allocation, priorities, service delivery and organisational objectives.

Other Duties

- Undertake other duties as delegated, consistent with the role described, the work required by the organisation of the team and with their qualifications and experience.

Qualifications, Skills & Experience

Essential Qualifications, Personal Skills and Experience:

- Qualifications and relevant experience as either
 - A Legal Practitioner; and/or:
 - An Industrial relations practitioner/advocate; or
 - A union official with bargaining experience
- Ability to provide advice to the staff/members of ANMFSA in collaboration, where necessary, with the Branch's advisers
- Demonstrated ability to read, interpret, compare and analyse industrial instruments.
- Demonstrated skills in:
 - Advocacy
 - Negotiation
 - Problem Solving
- Experience in bargaining and negotiation of workplace agreements, including planning and executing successful workplace campaigns in support of bargaining.
- Strong communication skills (both verbal and written).
- Demonstrated planning skills and the ability to develop, implement and evaluate objectives and targets.
- Adaptability, flexibility and a commitment to learning new processes and procedures.
- Demonstrated ability to respond effectively to members, both through the provision of sound advice and through good interpersonal skills/rapport.





- Sound time management skills and the ability to organise own work.
- Demonstrated commitment to the principles of trade unionism and have a strong client service focus.
- Demonstrated ability to work within a team and be self-directed within that environment.
- Skills in the use of appropriate technology
- Ongoing commitment to undertake the personal and professional development required to ensure currency of knowledge and skills at the required level.
- Hold a current driver's licence and undertake regular travel to member meetings and workplaces as required.
- Hold a current DHS Working With Children Clearance Certificate or have the ability to obtain one

Desirable Criteria:

- Comprehensive knowledge in industrial relations and policy, including management of bargaining disputes, enterprise agreement development and approval, industrial action, enforcement of industrial instruments, workplace disputes, unfair dismissal, and general protections.
- Advocacy experience in industrial matters
- Development of education materials and delivery of training.
- An understanding (or capacity to develop and apply an understanding) of the health system and nursing/midwifery issues, policies, and frameworks.
- Knowledge of the *Fair Work Act 2009* (Cth)
- Fair Work Commission processes

Reporting & Working Relationships

The Bargaining Officer is a member of the Bargaining team and reports to the Team Leader, Professional Liaison Officers & Bargaining and has a reporting relationship with the Professional Liaison Officer Team Manager.

Performance Review

For the purposes of assessing performance during a staff member's probationary period, performance will be reviewed regularly during the first 6 months of employment in accordance with the ANMFSA's Capability Reflection & Development Program.

Thereafter performance review shall occur consistent with the Capability Reflection & Development Program.

Working Conditions

Some out of hours work may apply.

This role may involve occasional worksite member visits and travel throughout metropolitan South Australia, with occasional regional travel.





Workplace Health and Safety

Employees are responsible and accountable for:

- Compliance with work health & safety policies, processes and procedures
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilisation of appropriate personal protective equipment.

Risk Management

Employees are responsible for being aware of risks and being part of the risk management and monitoring process through:

- Compliance with risk management policies, processes and procedures
- Active participation in identifying, assessing and managing risks associated with day- to-day decision making and planning
- Reporting risks through the ANMFSA Risk Register.

General Responsibilities

- It is the responsibility of the employee to comply with all policies and procedures adopted by the ANMFSA
- Employees are required to comply with the ANMFSA Code of Conduct.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Executive Director, Operations and Strategy: Adj Associate Professor Jackie Wood

Signature _____

Date:

Employee Name:

Signature _____

Date:

