

Area Organiser Position Description

Position title Area Organiser

Position objective This position is responsible for organising and providing leadership, advice, and representation to delegates and union members in a defined geographical area.

Reports to Senior Organiser/ Lead Organiser / Assistant State Secretary / State Secretary

Organisational Context of the Position Health and Community Services Union (HACSU) is the Victorian No.2 Branch of the Health Services Union. HACSU is an industry-based Union representing member engaged in Mental Health, Alcohol and other Drug, Workers, and Disability.

The priority of the Union is to grow the strength and the power of HACSU by advocating for and protecting the professional and industrial interests of all members.
 The Organiser has responsibility for building and maintaining membership levels, union influence and representative structures and leading and supporting activists and potential activists.
 The Organiser will work as part of a small team of Organisers, led by a Senior Organiser and will contribute to the strategic growth of the Union and its membership.

Typical Duties

- Develop and implement workplace organising and campaign plans
- Develop, maintain, organise and strengthen existing membership levels and Delegate structures.
- Provide representation for members in matters of serious misconduct and other disciplinary matters.
- Provide advocacy, negotiation and representation in the workplace or at conciliation conferences in the Fair Work Commission which may involve matters of pay and conditions, workers compensation, occupational health and safety, redundancy, termination, conflict resolution, or any other matter pertaining to the Enterprise Agreement (HACSU have an industrial team, who provide assistance in these matters).

- Identify potential new membership and growth areas in co-ordination with HACSU Development team.
- Organise personal work priorities to maximize member and delegate contact and utilize as a skills development and education opportunity.
- Provide timely and quality industrial, organising and campaigning advice and support to the membership, including the production of fact sheets.
- Coordinate case preparation and research within policy framework, formulate strategies, advise on the validity and credibility of cases and advocate and present cases for members both individual and collective.
- Maintain accurate membership records including contact notes on the database.
- Effectively and appropriately use of workplace information systems, including filing, internet, email and electronic calendar.
- Contribute to the development and maintenance of effective team relations within HACSU, including the Leadership Team, the Industrial Team and the Organising and Campaigning Team.
- Promote equality of opportunity and fair treatment for all members through promoting involvement of diverse groups, elimination of discrimination and implementation of Union policies to take account of diversity.
- Attend meetings, participate in the annual Conference and represent HACSU in delegations to other forums and settings such as (but not limited to) Victorian Trades Hall Council and Industry policy forums.
- Participate and represent the union on central and local forums and committees.

**Skills / requirements
/ measure**

- Documented work plans developed and maintained for all agreed priority areas in a standardised format as determined by the Lead of Organising.
- Documented mapping of all workplaces including but not limited to membership numbers, potential recruitment, retention of members, elected delegates in a standardised format as determined by the Lead of Organising.
- Maintain comprehensive and accurate records of individual serious misconduct and disciplinary matters.
- Maintain effective and professional workplace relations demonstrable in both workplaces and within the HACSU office.
- Contributions to the development and implementation of strategic campaign priorities and practices including attending relevant forums and councils to advance HACSU and membership priorities.



HACSU

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- Policies and practices of the organization are to be adhered to, including the effective use of information systems and technologies, standardized documentation and ensuring accuracy of the membership data base.
- Participation in team and campaign meetings and active engagement with the Senior Organiser in fortnightly supervision sessions to review individual work-plans.

Key Selection Criteria

- **A current driver's license is essential.**
- **Demonstrated leadership qualities, reflective of the Union environment promoting the values and principles of unionism.**
- **Commitment to the underlying principles of the union movement, social justice, community development and equity.**
- **Demonstrated ability to manage and resolve issues arising from a demanding workload, high levels of expectation and competing priorities in the workplace.**
- **Proven ability to positively contribute to change and innovation.**
- **Proven ability to develop and implement workplace organising and campaigning plans.**
- **Demonstrated communication, analytical, problem solving and dispute resolution skills.**
- **Well-developed representation and advocacy skills.**
- **Knowledge and understanding of current industrial legislation and policies, including Fair Work Australia and of other legislation as they pertain to Industrial Relations.**
- **Demonstrated decision-making and time management skills.**
- **Excellent presentation, public speaking and interpersonal skills.**

Performance appraisal

The successful applicant shall participate in a performance appraisal process overseen by the Assistant State Secretary after six months service, at the conclusion of 12 months service and thereafter each subsequent 12 months, on termination of service and/or on request.

Note: Statements in this position description are intended to reflect, in general, the duties and responsibilities of the position and are not to be interpreted as being all inclusive.

HACSU is an equal opportunity employer and provides a smoke free workplace.