

Position Description

LEAD ORGANISER (PUBLIC SECTOR ORGANISING TEAM)

Classification:	Grade 3 to Grade 4
Reports to:	Branch Secretary Branch Committee of Management (BCOM)
Location:	The VAHPA office (currently Carlton), with responsibilities across the state. Travel, including interstate, may be required.

PURPOSE STATEMENT

The Lead Organiser (Public Sector Organising Team) role exists to ensure VAHPA is best positioned to build the collective power of Allied Health Professionals (**AHPs**) across the Victorian public health sector. This is achieved by supporting the Public Sector Organising Team (PSOT) organisers to function as a highly strategic, focused, and mutually supportive team, with clear goals and a shared commitment to accountability. Solidarity is not just a value in this role; it is a principle embedded in the ethos and daily functioning of the organising team.

ROLE OVERVIEW

As a senior figure within the union, the Lead Organiser (PSOT) exemplifies leadership through thoughtful and strategic action, working on the ground alongside the team, guiding their development, and inspiring them through determined and coordinated organising efforts. This role blends big-picture planning with active, hands-on leadership in the field, driving collective action, motivating staff, and fostering a culture of confidence, solidarity, and purpose.

The Lead Organiser (PSOT) models best practice in delegate engagement, workplace organising, bargaining, and professional conduct. They represent the union with credibility and authority, ensure consistent campaign execution, and translate BCOM's strategic vision into coordinated team action and develop clear and innovative communication strategies. Success in this role depends on the ability to lead from the front, provide guidance and mentorship, and deliver meaningful outcomes for members through coordinated and accountable organising.

DUTIES AND RESPONSIBILITIES

1. TEAM LEADERSHIP AND OVERSIGHT

- 1.1. Provide strategic and operational leadership to PSOT, while leading from the front through continued involvement in the practice of organising.
- 1.2. Serve as the primary point of professional and tactical support, ensuring organisers have access to timely, clear, and coordinated guidance.
- 1.3. Mentor team members to build capability, encourage initiative, and strengthen a culture of cohesion, accountability, and mutual support.
- 1.4. Develop and monitor individual and team work plans aligned with defined short-, medium-, and long-term objectives.
- 1.5. Lead structured review processes, offer constructive feedback, and report regularly to the Secretary and BCOM on team performance, progress, and priorities.

2. STRATEGIC PLANNING AND CAMPAIGN DELIVERY

- 2.1. Collaborate with the Secretary and BCOM to develop campaign strategies that align with VAHPA's overarching industrial and organisational goals.
- 2.2. Coordinate the planning and execution of workplace, sectoral and political campaigns, ensuring strategic coherence, strong on-the-ground engagement and targeted public policy advocacy.
- 2.3. Monitor campaign performance and impact, identifying areas for adaptation and improvement.
- 2.4. Oversee campaign documentation and reporting to support evaluation, learning, and continuous improvement.
- 2.5. Develop and implement effective communication and media approaches to support internal delegate and member communication and to advance external public policy messaging and political campaigns.

3. DELEGATE STRUCTURE DEVELOPMENT

- 3.1. Lead the design, implementation, and ongoing coordination of delegate and activist structures across the Public Sector, in close consultation with the Secretary and BCOM. These structures must support delegates in effectively carrying out their responsibilities in workplace organising, occupational health and safety, or both.
- 3.2. Guide organisers in developing delegate capability, including recruitment skills, local representation, enterprise agreement knowledge, and OH&S advocacy. This includes supporting the establishment and operation of Designated Work

Groups (**DWGs**) and providing structured training, advice, and practical support to delegates who also hold Health and Safety Representative (**HSR**) roles.

- 3.3. Ensure delegates receive appropriate induction and ongoing training, have a clear understanding of their roles and obligations, and are supported to meet agreed targets and reporting expectations.
- 3.4. Promote strategic communication and consistent support for all workplace leaders, fostering collaboration, solidarity, and mutual accountability among delegates.

4. MEMBER ENGAGEMENT AND UNION GROWTH

- 4.1. Ensure organisers maintain high standards of member engagement, trust-building, and visibility.
- 4.2. Drive team recruitment efforts, monitor membership growth trends, and implement data-informed strategies.
- 4.3. Maintain a clear focus on improving density and supporting sustainable, member-led growth.

5. SYSTEMS, COLLABORATION AND REPRESENTATION

- 5.1. Ensure accurate, timely documentation of member interactions, campaigns, and outcomes in VAHPA's systems.
- 5.2. Work with the Disability, Diagnostic and Primary Care (DDPC+) Organising Team, and Industrial and Member Response Teams, to align organising work with industrial, membership and member support functions.
- 5.3. Prepare reports, briefing notes, and internal strategy documents as required.
- 5.4. Represent the Branch in sectoral and political advocacy campaigns, inter-union initiatives, and relevant public forums.
- 5.5. Undertake research and development of workplace and public policy positions.

6. TRAINING, MENTORSHIP AND DEVELOPMENT

- 6.1. Support the induction and professional growth of organising staff through structured guidance and ongoing mentorship.
- 6.2. Deliver targeted training and coaching to build team capability in recruitment, campaign delivery, and workplace representation.
- 6.3. Foster a reflective, outcome-focused team culture grounded in learning, mutual respect, and shared success. Promote open communication, collaborative problem-solving, and a professional environment where trust, transparency, and unity underpin all interactions.

7. PROFESSIONAL REFERENCE GROUPS (PRGs)

- 7.1. Support the development and coordination of Professional Reference Groups in the Public Sector as a mechanism for engaging members in policy development and pre-bargaining insight gathering.
- 7.2. Work with organisers to identify, recruit, and support members to participate in PRGs, ensuring broad representation across disciplines and workplaces.
- 7.3. Ensure that insights and data generated through PRGs are documented and relayed effectively to inform the union's bargaining strategy and policy advocacy.
- 7.4. Ensure that PRG activities and related communications (including channels such as WhatsApp) are aligned with VAHPA's strategic goals, respectful in tone, and contribute constructively to organising work.

REQUIRED SKILLS AND QUALIFICATIONS

- Demonstrated leadership experience in union, political, or advocacy settings.
- Strong practical knowledge of organising, industrial law, enterprise bargaining, and workplace rights.
- Proven ability to lead operational teams while remaining active in field organising.
- Strategic planning capability, including short-, medium-, and long-term goal setting.
- Proven research and policy development expertise.
- Excellent communication skills and ability to provide professional, tactical, and strategic guidance, including strong policy writing, mainstream media communications capacity and multi-media communication skills.
- Commitment to democratic unionism and VAHPA's values.
- Strong administrative and reporting skills, including database use.
- Ability to travel throughout Victoria and work flexible hours as required.
- Eligible for a Right of Entry Permit and holds a current driver licence.
- Legal qualifications and/or formal industrial relations training are highly desirable.

ACCOUNTABILITY AND SUPERVISION

The Lead Organiser (PSOT) reports through the Branch Secretary to BCOM. The role provides operational, strategic, and professional leadership to the Public Sector Organising Team. They are responsible for coordinating the team's work, supporting staff development, and ensuring alignment with the union's policy direction and strategic objectives. The Lead Organiser (PSOT) is expected to model discipline, integrity, and cohesion, and to act as a central point of guidance and accountability within the organising team.

DEPLOYMENT FLEXIBILITY

The Lead Organiser (PSOT) may be assigned responsibility across any or all parts of VAHPA's organising program and teams in accordance with operational needs. This may include oversight of multiple organising divisions and the flexibility to lead campaigns, initiatives, or teams as directed on day-to-day operational matters by the Branch Secretary and/or BCOM. The position requires adaptability, responsiveness, and a collaborative approach to shifting priorities and strategic demands.

EXPECTED OUTCOMES

Success in this role will be demonstrated by:

- Growth in union membership and improved density across targeted areas.
- Strong, well-supported delegate and OH&S structures that contribute to effective, member-led organising.
- A cohesive, accountable organising team working in alignment with VAHPA's strategic goals.
- Campaigns that are coordinated, impactful, and reflective of broader union priorities.
- Development of political and public policy positions and campaigns that advance the position of AHPs in the workplace and in the public sphere.
- Constructive collaboration across teams and visible contributions to the union's leadership, culture, and direction.
- A team culture grounded in trust, learning, shared purpose, and commitment to outcomes.

ADDITIONAL INFORMATION

- This position involves travel across Victoria and may occasionally require work outside standard business hours.
- 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.

DOCUMENT CONTROL

Version: 3.0

Approved by: BCOM

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