

POSITION DESCRIPTION

TITLE:	INDUSTRIAL OFFICER
CLASSIFICATION:	NTEU LEVEL 6/7
LOCATION:	NATIONAL/DIVISION OR BRANCH OFFICE
RESPONSIBLE TO:	DIVISION SECRETARY OR GENERAL SECRETARY
REPORTS TO:	SENIOR INDUSTRIAL OFFICER OR GENERAL SECRETARY/DIVISION SECRETARY

POSITION OBJECTIVE:

Under broad direction, and as part of an Industrial and/or Organising Team, **manage and determine priorities, initiate action, and** take full responsibility for the completion of assigned industrial, training and recruitment tasks or projects. The position will work directly with Division Officers, the Division Council, Branch Officers, Branch Committees and relevant Branch, Division and National staff.

TYPICAL DUTIES:

1. Provide industrial advice and **guidance** to members, Branches, and Divisions, on industrial matters and industrial disputes, and the enforcement and implementation of Enterprise Agreements and Awards.
2. Negotiate workplace grievances/issues and industrial disputes with management, **including complex matters or matters of strategic significance.**
3. Participate in, **provide high-level technical support to**, and where necessary **lead major** Enterprise Bargaining negotiations.
4. Research, prepare and/or advocate cases before Fair Work Australia, other tribunals, internal university, or management bodies, and speak in union and other public fora.
5. Conduct research, prepare papers and reports on industrial matters, and provide articles, information, and ideas for Union publications.
6. Attend regular meetings of Officers and staff, meetings of members and relevant Branch, Division or National bodies.
7. **Management of staff where required, including provision of supervision, guidance, or training.**
8. Support Committees and Working Parties and other representative fora relevant to the Division or Branches.
9. Monitor trends and initiate reports on matters of interest and precedent to the organisation.
10. Plan, implement and participate in campaigns on industrial issues.
11. Assist in the delivery of membership training.

12. In conjunction with relevant Branch and Division staff, plan and implement recruitment and organising campaigns.

13. Liaise **and negotiate** with other unions and other organisations on matters relevant to the NTEU.

14. Other relevant duties as directed.

KEY RELATIONSHIPS:

Senior Industrial Officer (where applicable)

Division Council

Division Officers

Branch Presidents

Other Division staff

Other Industrial Officers

NTEU National Office

POSITION DESCRIPTION

TITLE:	SENIOR INDUSTRIAL OFFICER
CLASSIFICATION:	NTEU LEVEL 8
LOCATION:	DIVISION OFFICE OR NATIONAL OFFICE
RESPONSIBLE TO:	DIVISION SECRETARY OR GENERAL SECRETARY
REPORTS TO:	DIVISION OFFICERS, BRANCH PRESIDENTS AND NATIONAL OFFICERS

POSITION OBJECTIVE:

Under broad direction, and as part of an Industrial and/or Organising Team, manage and determine priorities, initiate action and take full responsibility for the completion of industrial, training and recruitment tasks or projects. The position will provide leadership and coordination of other employees and provide detailed strategic and policy advice to the Division Officers, National Officers, Executive and Council and industrial and organising staff of Branches and Divisions.

TYPICAL DUTIES:

3. Provide industrial leadership, guidance and advice to members, Branches, State Council and Committees on industrial matters and industrial disputes, and the implementation and enforcement of Enterprise Agreements/Awards.
4. Negotiate complex workplace grievances, issues and industrial disputes with management.
5. Be part of, provide high-level technical support to, and where necessary lead major Enterprise Bargaining negotiations.
6. Research, prepare and/or advocate cases before the Australian Industrial Relations Commission, internal university or management bodies, other tribunals, and speak in union and other public fora.
7. Conduct research, prepare papers and reports on industrial matters and provide articles, information and ideas for Union publications.
8. Attend regular meetings of Officers and staff, meetings of members and relevant Branch, National and Division bodies.
9. Support Committees and Working Parties and other representative fora relevant to the Division or Branches.
10. Monitor trends and initiate reports on matters of interest and precedent to the organisation.
11. Plan, implement and participate in campaigns on industrial issues.

12. Deliver membership and staff training on bargaining and industrial issues.
13. Plan and implement recruitment and organising campaigns.
14. Liaise and negotiate with other unions and other organisations on matters relevant to the NTEU.
15. Other relevant duties as directed.

KEY RELATIONSHIPS:

Division Council
Division Officers
Branch Presidents
Branch Executive Officers
Other Industrial Officers
NTEU National Office