

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

Key Selection Criteria: Senior Industrial Officer (Level 8)

Position Summary

As part of the Division Industrial Team, the Senior Industrial Officer provides strategic leadership in industrial matters of major importance to the union. The role involves responsibility for complex and precedent-setting disputes, enforcement cases, and enterprise bargaining negotiations.

The Senior Industrial Officer offers high-level advice to elected officers, leads and mentors staff, and ensures consistency and quality in the union's industrial work. The position also contributes to policy development and training.

Essential Selection Criteria

- Strong commitment to union values and substantial leadership experience in unions, community organisations, or similar advocacy settings.
- Experience and training equivalent to postgraduate qualifications, with extensive experience in industrial relations. A law degree and/or significant legal experience is highly regarded.
- Demonstrated expertise in leading strategically important industrial matters, including complex disputes, enforcement cases and enterprise bargaining negotiations.
- Extensive experience in advocacy before tribunals, including the Fair Work Commission, and in presenting detailed cases independently.
- Established skills in high-level negotiation with employers, government and external bodies, and in providing authoritative advice on complex political, legal, industrial and organisational issues.
- Demonstrated ability to lead, mentor and coordinate a team of staff, including project management and support to ensure consistent quality of outcomes.
- Proven ability to develop and implement industrial and policy strategies, and to contribute to policy development.
- High-level communication skills, including experience in preparing submissions, reports, tribunal evidence, policy documents and external publications.
- Experience in delivering training and supporting organisational knowledge and development.
- Broad knowledge of the higher education sector, including the role, function and operation of universities.
- Proficiency in the use of relevant software, including membership software and Microsoft Office applications.

Performance Management

The probation period will be 6 months. Work performance will be managed by the VIC Division Secretary.