POSITION DESCRIPTION

TITLE: **INDUSTRIAL OFFICER**

CLASSIFICATION: NTEU LEVEL 7

LOCATION: NATIONAL/DIVISION OR BRANCH OFFICE

RESPONSIBLE TO: DIVISION SECRETARY OR GENERAL SECRETARY

REPORTS TO: DIVISION SECRETARY OR GENERAL 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

National Tertiary Education Union
NSW Division

Selection Criteria:
Industrial Officer (Level 7)

Position Summary

As part of the Division Industrial Team, the Industrial Officer (IO) manages a case load, which involves representing, advising, and advocating for members on workplace issues and disputes. The IO provides advice on workplace and industry-wide industrial matters, including offering high-level technical support and leading major Enterprise Bargaining negotiations. The role also includes providing advocacy and preparing applications, submissions, and evidence for matters before the Fair Work Commission, industrial tribunals, and Courts.

Essential Selection Criteria

- Strong commitment to **union values,** and experience with unions or community organisations with direct involvement representing members.
- Knowledge or training equivalent to postgraduate **qualifications**, or progress towards postgraduate qualification with relevant experience, or equivalent combination of relevant experience and training; a law degree and legal experience while not essential, is highly regarded.
- High-level **communication skills**, demonstrated experience in speaking to members, high quality written communication skills including experience in the preparation of written reports and submissions, and formal correspondence.
- Established **skills in negotiation** and settlement of individual and group issues, including complex and strategic issues; experience in leading enterprise bargaining negotiations desirable.
- Experience in **advocacy** before the Fair Work Commission and/or other relevant tribunals for members.
- Capacity to independently **research** industrial issues for cases and to prepare reports for Elected Officers on industrial developments.
- Experience in **leading** a group and providing advice to others.
- Broad **knowledge of the higher education sector**, including the role, function and operation of universities.

- Effective **personal skills**, including the ability to efficiently organise and prioritise own work, the ability to develop professional relationships and the ability to work co-operatively and effectively with Elected Officers and other Union staff in a team-based environment.
- 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 NSW Division Secretary and the Industrial Team Coordinator.