

SENIOR INDUSTRIAL OFFICER

Applications are currently being sought for a suitably qualified person for the position of Senior Industrial Officer - **Industrial Advocacy experience essential**.

The Salary package is circa \$115K including 15% superannuation plus fully maintained private use of a vehicle.

Applications will need to be in writing, addressing the selection criteria and should be emailed to jane.grey@theservicesunion.com.au by COB on Friday 16 January 2015.

KEY RESPONSIBILITIES:

As directed by the Secretary -

- (a) Represent the Union in high profile hearings, conferences and meetings as required.
- (b) Regularly communicate with members and organisers on industry and workplace development matters which affect their workplace or operations, and provide support services and advice to the organising team.
- (c) Prepare and represent The Services Union's interests in discussions and negotiations with employers and other interest groups to ensure consistent and considered outcomes.
- (d) In cooperation with the organising team, answer enquiries and resolve workplace disputes and membership grievances.
- (e) Prepare and present submissions on behalf of the Union to ensure compliance with the relevant Tribunal requirements

ORGANISATIONAL RELATIONSHIPS:

This position is responsible to the Secretary.

This position will provide guidance, coordination and technical direction to Industrial Officers and Organisers within assignment area. Further, within the scope of the Union rules and policies and delegation of authority, the position has authority to make major decisions within the assignment area.

SELECTION CRITERIA:

- High level of skill in the provision of advice and industry cooperation on Industrial Relations issues (including workplace change and enterprise bargaining) to members and organisers.
- High level of skill in the preparation and presentation of cases before Tribunals.
- Extensive knowledge of the Industrial Relations processes, current issues, practices and policies for the assigned area and the Industrial Relations system.
- High level of skill in negotiation within the Industrial Relations environment.
- Substantial knowledge of relevant employment legislation, relevant awards, enterprise agreements and local agreements for the assigned area.
- Sound level of skill in:
 - Exercising initiative and independent judgment;
 - Analysing and resolving problems;
 - The operation of computer systems;
 - Ability to operate as a member of a team; and
 - Commitment to the principles of unionism.