



UNITED SERVICES UNION

POSITION DESCRIPTION

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| Position | Industrial Officer - Early Childhood Education and Care |
| Reports to | Manager Industrial, Rules, Governance, and Compliance |
| Division | Industrial |
| Grade | Grade 4, Level 1 |
| Effective date | March 2025 |

ORGANISATION CONTEXT

The United Services Union represents local government, energy, airline, clerical and administrative employees throughout NSW, protecting and furthering their rights.

PRIMARY PURPOSE

The position is responsible for provision of a range of industrial relations activities, ensuring the ongoing viability of the Union through the provision of quality service.

This position is responsible for the preparation of cases and/or submissions before industrial tribunals and courts, preparing internal advice on legal and industrial matters, and the preparation of submissions to employer associations and government and non-government bodies.

This position is also accountable for upholding and applying the principles of Trade Unionism.

DUTIES

- Carry out the directions of the General Secretary and/or the Manager of Industrial, Rules, Governance and Compliance.
- Prepare reports and briefing papers for the Manager of Industrial, Rules, Governance and Compliance on a range of issues relating to State and Federal legislation and other relevant industrial matters.
- Appear before a range of industrial tribunals and courts.
- Provide legal advice and documents on relevant industrial matters
- Organise the research, composition, publication and distribution of Union material.
- Research statutes, court decisions, academic material and submissions relevant to industrial matters.
- Organise daily work activities in order to meet deadlines and prioritise tasks.
- Work within a trade union and industrial context to bring about change and improve and protect members working conditions.
- Maintain accurate and readily accessible industrial records.
- Provide information to organisers, managers and other stakeholders to support to inform decision-making and support the objectives of the Union.
- Contribute to the performance of the Union: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and being accountable for the decisions made.
- Ensure a safe working environment by taking accountability for own actions and complying with the Union's WHS policies and procedures.

The jobholder is required to undertake any other duties, projects or tasks as directed by the General Secretary and the Manager of Industrial, Rules, Governance, and Compliance, which are within their skills, competence and training.

The jobholder is to comply with the Union's Rules, policies and procedures (as varied from time to time) and undertake training and development where it improves their capability and capacity to undertake the inherent requirements of the position to the standard required by the Union.

ESSENTIAL CRITERIA

- Bachelor's degree or higher qualification in Industrial Relations/Law or extensive experience working in an industrial relations context, with experience in presentation of submissions before industrial tribunals.
- Thorough knowledge of state and federal industrial and employment legislation.
- Demonstrated experience in writing submissions to local, federal, and state level tribunals or governmental bodies.
- Ability to respond quickly to changing priorities and develop appropriate strategies.
- Demonstrated ability to analyse and resolve political and industrial conflict.
- Demonstrated commitment to the principles of trade unionism.
- Excellent written and verbal communication and interpersonal skills.
- Contemporary knowledge and demonstrated application of Microsoft Office suite.
- Demonstrated ability to work autonomously on projects.

DESIRABLE CRITERIA

- Post graduate qualifications.
- RTA class C driver license or Australian equivalent.
- Worked in industrial relations for at least 5 years.
- Experience in lobbying at all levels of government.