



ABORIGINAL & TORRES STRAIT ISLANDER ENGAGEMENT OFFICER (P/T)

POSITION DESCRIPTION

Position	Aboriginal & Torres Strait Islander Engagement Officer
Reports to	Manager Industrial, Rules, Governance & Compliance
Grade	3
Band / Level	Level 1 - 5
Date revised	November 2024

This position description broadly describes the accountabilities, duties and conduct of an employee of the United Services Union. The role will change over time, in line with the changing needs of the organisation.

Primary Purpose

To strengthen the union's understanding of employment, industrial and political issues identified by Aboriginal and Torres Strait Islander members and contribute to culturally appropriate, inclusive and safe approaches for providing industrial advice, organising support and member participation.

Core Accountabilities

- Contribute to the union's objectives and policies to improve its understanding of Aboriginal and Torres Strait Islander member's needs, interests and issues.
- Develop and deliver, in consultation with key stakeholders, managers and Executive the union's Reconciliation Action Plan.
- Contribute to the union's employee education program regarding matters or issues relevant to Aboriginal and Torres Strait Islander members, particularly in relation to employment and advocacy.
- Collaborate with management, organisers and delegates to improve union processes by making them culturally appropriate, inclusive and safe for Aboriginal and Torres Strait Islander member participation.
- Identify opportunities and advise on culturally appropriate and safe processes for Aboriginal and Torres Strait Islander members to engage with their union, including planned activities and campaigns.
- Collaborate with organising teams to promote opportunities for the recruitment and retention of Aboriginal and Torres Strait Islander officials, delegates and members and to ensure campaigns and activities are inclusive of Aboriginal and Torres Strait Islander members.
- Develop appropriate material on Aboriginal and Torres Strait Islander issues for the union's website, publications and circulations to key stakeholders.
- Convene and coordinate the union's Aboriginal & Torres Strait Islander advisory committee.
- Participate in, promote and support broader union activities.

The employee is required to undertake any other duties, projects or tasks as directed by their manager, in consultation with General Secretary, which are within their skills, competence, and training.

The employee is to comply with the organisation's policies and procedures (as varied from time to time) and undertake training and development where it improves the employee's capability and capacity to undertake the inherent requirements of the role to the standard expected by the union.

Essential Criteria

1. Extensive experience and knowledge of Aboriginal and Torres Strait Islander cultures and practices.
2. Proven understanding of the issues facing Aboriginal and Torres Strait Islanders in the workplace and in employment.
3. Demonstrated ability to establish and maintain relationships and meaningfully consult with people at all levels.
4. Demonstrated experience with the Microsoft Office Suite, specifically Word and Outlook.
5. Solid written and verbal skills and demonstrated ability to plan and prioritise work.
6. A commitment to the values of the Trade Union movement.
7. Class C NSW driver licence.

Desirable Criteria

1. An understanding of workplace relations, the role and structure of unions and the benefits of union membership.

Date:

Agreed:

Employee Name (please print)

Employee Signature