



UNITED SERVICES UNION

POSITION DESCRIPTION

Position	Manager – Energy, Utilities, Private Sector & Airlines
Reports to	General Secretary
Division	Energy, Utilities, Private Sector & Airlines (EUPSA)
Grade	5/1 to 5/5a
Effective date	April 2025
Hours	35 HPW
Roster System	9-day fortnight

ORGANISATIONAL AND PURPOSE CONTEXT

This position is accountable for leading and growing the Energy & Utilities and Private Sector Division of the Union. This includes crafting and executing aggressive recruitment and retention campaigns, managing a team of union officials, and ensuring service delivery and support to members in the Energy and Utilities and private sectors of the union.

This position will report to the General Secretary and ensure the strategic goals of the division, as developed in conjunction with the General Secretary and Union's Executive, are achieved.

DUTIES

- Support the growth and strategic direction of the Union through the implementation of operational plans, special projects, campaigns etc.
- Work with the Union digital engagement and social media teams to ensure the Union can reach existing and potential members through a variety of media to grow the Union, retain members, and engage in industrial action.
- Work within a trade union and industrial context to bring about change and improve and protect members working conditions;
- Conduct political lobbying to benefit the organisation's strategic direction and campaigns.
- Coordinate and conduct Industrial Commission conciliation and arbitration on behalf of the Division.
- Service honorary Branch officials in their duties that are designated under the control of the position.
- Provide advice to the Branch committees of management.
- Prepare correspondence and reports on behalf of the General Secretary.
- Oversee the development and distribution of Union recruitment and retention material
- Perform other duties in accordance with the Rules of the Union.
- Manage and oversee Union assets for division, including computers, mobile phones, and vehicles assigned to staff.
- Develop and maintain strong relationships that benefit the organisation and its members
- Manage and develop the work and performance of staff reporting directly to this role and through them, the staff of the division, including conducting performance reviews
- 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 employees of the division are held accountable for their WHS responsibilities as outlined in the Union's policies and procedures, and regularly review WHS performance

WORK HEALTH AND SAFETY RESPONSIBILITIES

- Must take all reasonable measures to ensure the health, safety and welfare of all employees, and members under their control and ensure that operations in their area comply with the Work Health and Safety Act 2011 and its associated legislation, and with the requirements of WorkCover.

EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

- Must take all reasonable measures to ensure the prevention of harassment or discrimination of employees, members or customers and ensure compliance with Equal Employment Opportunity, and Anti-Discrimination legislation and Union policies.

ESSENTIAL CRITERIA

- Tertiary qualification in Management, Industrial Relation or similar, coupled with contemporary experience in an similar role; or substantial experience in a similar role, coupled with ongoing professional development.
- Contemporary experience managing campaigns, including digital, hybrid, and on-site workplace campaigns.
- Contemporary experience in conciliation and arbitration in the Industrial Relations Commission, supported by extensive knowledge of awards and industrial relations legislation including the State and Federal jurisdictions.
- Demonstrated ability in the management of resources, including human, financial and administrative.
- Contemporary and extensive knowledge of digital engagement, communication, and recruitment tools.
- Excellent communication and interpersonal skills to adapt to a variety of forums, including preparation of correspondence, reports, and marketing material.
- Digital literacy encompassing Microsoft Office stack and digital collaboration and conferencing tools to support and manage a dispersed workforce.
- In-depth understanding of the Union’s structure, rules, and influences, including internal and external forces.
- Ability to respond quickly to changing priorities and develop strategies within the political and social context in which the Union operates.
- Class C driver’s licence.

OTHER CRITERIA

Successful applicants may be required at the discretion of the General Secretary to relocate to a residence within (prior to the end of the probation period where reasonably possible) a distance of 100 km or 1 hour’s non-peak hour driving time from their allocated office (this distance or time can be extended at the General Secretary’s discretion).

COMPETENCIES

These competencies encompass all competencies associated with the USU salary system progression rules.

C o	Unit of Competency
BSB CM N10	Operate a personal computer
BSB CM N20	Use business technology
BSB CM N21	Produce simple wordprocessed documents
BSB CM N42	Write complex documents
BSB EBU S30	Search and assess online business information
BSB EBU S30	Use and maintain electronic mail system

BSB FL M4	Show leadership in the workplace
BSB HR5 13A	Manage industrial relations disputes
BSA LC4 02A	Research, locate and provide legal and other information in response to requests
BSA LLG 401	Arrange documents and list exhibits for litigation support
BSA LLG 501	Assist with the discovery process
BSA LLG 502	Appear in court
BSA LLG 503	Attend pre-trial negotiations
BSA LO5 01A	Perform legal research and prepare reports to meet identified needs
BSA LPP 301	Apply knowledge of the legal system to complete tasks
BSA LPP 302	Carry out search of the public record
BSA LPP 502	Draft legally binding documents
CHC CD1 1A	Provide advocacy and representation
FNA ME RC0	Serve legal process
BSB UN 403	Communicate with workers
BSB UN 404	Promote equality of opportunity and fair treatment for all members
BSB UN 405	Promote the values, principles and policies of the union
BSB UN 406	Undertake bargaining
BSB UN 407	Provide advice to union members and undertake negotiations
BSB UN 408	Prepare cases for the union

BSB UN 409	Appear before tribunals and represent members
BSB UN 501	Develop, manage and review campaigns and projects
BSB UN 502	Represent the union in key forums
BSB UN 503	Coordinate case preparation and research
BSB UN 504	Advocate and present cases for members
BSB UN 505	Develop, implement and manage union policy
BSB UN 506	Coordinate research and analysis
BSB CM N40	Establish business networks
BSB CM N40	Develop teams and individuals
BSB CM N41	Monitor a safe workplace
BSB CM N41	Promote innovation and change
BSZ 401 A	Plan assessment
BSZ 402 A	Conduct assessment
BSZ 403 A	Review assessment
BSB FL M4	Implement effective workplace relationships
BSB FL M4	Lead work teams
BSB FL M4	Implement operational plan
BSB FL M4	Implement continuous improvement
BSB FL M5	Provide leadership in the workplace

BSB FL M5	Manage effective workplace relationships
BSB FL M5	Manage operational plan
BSB FL M5	Facilitate continuous improvement
BSB FL M5	Develop a workplace learning environment
BSB FL M5	Ensure team effectiveness
BSB FL M5	Manage budgets and financial plans within the work team
BSB FL M5	Manage people
BSB MG T50	Ensure a safe workplace
BSB HR4 04A	Co-ordinate human resource services
BSB HR6 04A	Manage employee relations
BSB HR6 05A	Contribute to organisation design

SIGNATURES

Job Occupant: _____

Date: _____

Divisional Manager: _____

Date: _____