

# JOB DESCRIPTION FORM

## Section 1 - Office Identification

Organisation: CPSU/CSA		Effective Date of Document: 20 October 2020
Division: Membership Services		Office Nos: Various
Group: Capacity Building Team		Title: Organiser
Salaries Agreement/Award:  2020 CPSU/CSA Staff Agreement		

## Section 2 - Reporting Relationships

Coordinator Membership Services Level: 7	Other Offices Reporting directly to this office.  Title and Classification:  Organiser - Level 3/4/5 Trainer - Level 3/4/5 Administrative Assistant - Level 2
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Responsible to	
Capacity Building Team Lead Level: 6	
↑	
Responsible to	
This Office	

Offices under direct responsibility	Classification	Nos of FTE's
Title: N/A		

## Section 3 - Key Responsibilities

State BRIEFLY the key responsibilities or prime function of the job.

Develops and implements strategies to increase membership, build activism amongst members, identify and develop Delegates and establish Delegates and member activist structures to secure outcomes for members.
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Section 4 Context and Scope		Effective Date of Document: 20 October 2020
Title: Organiser	Classification: Level 3-4-5	Office Nos: Various
<p>The Community &amp; Public Sector Union SPSF Group (WA Branch)/Civil Service Association of WA (Inc) (CPSU/CSA is the State Public Sector Union of WA).</p> <p><b>Our Purpose Statement:</b></p> <p>The CPSU/CSA is a union of members working to deliver public services in WA.</p> <p>The purpose of our union is to develop the capacity and confidence of members to collectively build and maintain power in the workplace.</p> <p>We exercise this power to win improved industrial and workplace rights, fairness and dignity. Strong union workplaces deliver better public services for WA.</p> <p><b>CPSU/CSA Values:</b></p> <p>Equity:                we acknowledge imbalances of power within our society and seek for all people to be able to access the opportunities and support they need to reach their full potential and lead their lives with dignity.</p> <p>Justice:              we pursue fair and just treatment for people in and beyond the workplace.</p> <p>Respect:              we celebrate diversity, genuinely listen to each individual voice and treat all people with respect and dignity.</p> <p>Solidarity:           we support and stand with others in their struggle for justice.</p> <p>Integrity:            we act with transparency and accountability and always in the interests of members.</p> <p><b>Theory of Union:</b></p> <p>If we organise and mobilise members to build action at scale and align workers and community interests, we will pressure the government to improve public sector jobs and service delivery.</p> <p><i>“Organised members”</i> = distributed leadership, self-sufficient workplaces, active and engaged.</p>		

Section 5 - Description of role		Effective Date of Document: 20 October 2020
Title: Organiser	Classification: Level 3-4-5	Office Nos: Various
<p><b>ROLE</b></p> <p>Organisers play a key role at the CPSU/CSA by identifying workplace issues, recruiting members and identifying potential activists, developing delegates, activating members and securing outcomes for the membership.</p> <p>Through structured planning and review, Organisers are expected to develop and implement strategies to achieve agreed organising objectives and participate in campaign strategies across metro and regional WA.</p> <p>Organisers play a central role in the recruitment, development, support and training of workplace delegates. The role of the Organiser is to develop each delegate to successfully perform their role. The fostering of inclusive and democratic participation in Elected Delegates Committees and supporting delegates to achieve outcomes in negotiations with management are also important roles of an Organiser. Ensuring that members are aware and engaged in these delegates forums is vital to build Union profile across the Public Sector.</p> <p>Recruiting of new members into the Union is an important role of an Organiser. To successfully achieve this, Organisers need to demonstrate a high level of skill at recruiting both face to face, on the telephone and in small or large groups.</p> <p>Organisers are required to work in a team environment and to contribute in Organisational forums, planning and training opportunities.</p> <p>Organisers must maintain accurate workplace information for membership records and activists' profiles necessary for workplace-based campaigns.</p> <p>Organiser's will undertake other duties as requested.</p>		

Section 6 - Statement of Duties		Effective Date of Document: 20 October 2020
Title: Organiser	Classification: Level 3-4-5	Office Nos: Various
<p><b>OUTCOMES</b></p> <p>Level 3</p> <ul style="list-style-type: none"> <li>Recruit members into the Union.</li> <li>Identify and recruit delegates and activists.</li> <li>Supports delegates and activists.</li> <li>Implements Organising plans as directed.</li> <li>Regularly reviews organising activities with Capacity Building Team Lead in accordance with Union's organising planning processes.</li> <li>Identifies members grievances and issues and refers to the appropriate part of the organisation</li> <li>Maintains a communication network/s with members.</li> </ul> <p>Level 4</p> <ul style="list-style-type: none"> <li>Recruit members into the Union.</li> <li>Identify and recruit delegates and activists.</li> <li>Support, mentor and train delegates in organising skills and workplace issue resolution.</li> <li>In conjunction with Lead, develops and successfully implements organising plans which address identified membership issues, establish growth targets for membership, increase the number of Delegates and provide for development of Delegates</li> <li>Regularly reviews organising activities with Capacity Building Team Lead in accordance with Union's organising planning processes.</li> <li>Establishes and maintains a communication network/s with members.</li> <li>Assesses members grievances and issues and refers to the appropriate part of the organisation</li> <li>Training programs are delivered as directed.</li> <li>Participates in negotiations.</li> </ul> <p>Level 5</p> <ul style="list-style-type: none"> <li>Recruit members into the Union.</li> <li>Training programs are designed and delivered.</li> <li>Identify and recruit delegates and activists.</li> <li>Support, mentor and train delegates in organising skills and complex workplace issue resolution. Utilising knowledge of relevant Industrial agreements and legislation</li> <li>Develops and successfully implements organising plans which address identified membership issues, establish growth targets for membership, increase the number of Delegates and provide for development of Delegates</li> <li>Regularly reviews organising activities with Capacity Building Team Lead in accordance with Union's organising planning processes.</li> <li>Effectively establishes designs and maintains a communication network/s with members.</li> <li>Effective mentoring/coaching support is provided to Level 3 and 4 Organisers both formally and/or informally.</li> <li>Conducts and participates in high level negotiations.</li> </ul>		

Section 7 - Selection Criteria		Effective Date of Document: 20 October 2020
Title: Organiser	Classification: Level 3-4-5	Office Nos: Various
<p><b><u>LEVEL 3 CLASSIFICATION</u></b></p> <ul style="list-style-type: none"> <li>• Communication and interpersonal skills including the ability to work within a team environment.</li> <li>• Ability to recognise growth opportunities and recruit new members.</li> <li>• A demonstrated commitment to the objectives of the Union movement.</li> <li>• Ability to follow instructions in order to meet organisational requirements.</li> </ul> <p><b><u>LEVEL 4 CLASSIFICATION</u></b></p> <p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>• Developed communication and interpersonal skills including the ability to work within a team environment.</li> <li>• Ability to plan and organise in order to meet organisational requirements.</li> <li>• Negotiation Skills</li> <li>• Research, analytical and conceptual skills.</li> <li>• Ability to work with some autonomy and make decisions relevant to an assigned portfolio.</li> <li>• Ability to deliver training programs</li> <li>• Ability to recognise growth opportunities and recruit new members.</li> <li>• A demonstrated commitment to the objectives of the Union movement.</li> </ul> <p><b>DESIRABLE</b></p> <ul style="list-style-type: none"> <li>• Proven experience working as an Organiser or in community development work, and knowledge of the Organising cycle.</li> </ul> <p><b><u>LEVEL 5 CLASSIFICATION</u></b></p> <p>Appointment at or progression to Level 5 applicants/candidates require the following criteria:</p> <p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>• Well-developed communication and interpersonal skills including the ability to work within a team environment and mentor other Organisers.</li> <li>• Well-developed ability to plan and organise in order to meet organisational requirements.</li> <li>• Well-developed research and analytical skills.</li> <li>• Demonstrated ability to work autonomously and make decisions relevant to an assigned portfolio.</li> <li>• Demonstrated ability to recognise growth opportunities and recruit new members.</li> <li>• Demonstrated mentoring skills in an informal and/or formal setting.</li> <li>• Well-developed negotiation skills</li> <li>• Ability to develop and deliver training programs</li> <li>• A demonstrated commitment to the objectives of the Union movement.</li> </ul>		

Section 7 - Selection Criteria		Effective Date of Document: 20 October 2020
Title: Organiser	Classification: Level 3-4-5	Office No: Various
<b><u>LEVEL 5 CLASSIFICATION</u></b>  <b>DESIRABLE</b> <ul style="list-style-type: none"> <li>• Proven experience working as an Organiser or in community development work, and knowledge of the Organising cycle.</li> <li>• Good understanding of relevant Industrial Relations System and Public Sector Employment Practices.</li> </ul> <b><u>OTHER REQUIREMENTS OF THE POSITION</u></b> <ul style="list-style-type: none"> <li>• Current Driver's License</li> <li>• Applicants must be eligible to hold a right of entry permit in both industrial jurisdictions.</li> </ul>		