

JOB DESCRIPTION FORM

Section 1 - Office Identification

Organisation: CPSU/CSA	Effective Date of Document: 18 June 2019
Division: Membership Services	Office No: 00042
Branch: Industrial Services Group	Title: Research Officer
	Salaries Agreement/Award: CPSU-CSA STAFF AGREEMENT 2019

Title : COORDINATOR MEMBERSHIP SERVICES Classification
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Section 2 - Reporting Relationships

Title: SENIOR INDUSTRIAL OFFICER Classification
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Responsible to

This Office

Responsible to

Other Offices Reporting directly to this office. Title and Classification:

Industrial Officers	4 x L4-5
Administrative Assistant	1 x L2

Offices under direct responsibility	Classification	Nos of FTE's Supervised and Controlled
Title: None		

Section 3 - Key Responsibilities

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

Undertakes specific industrial relations research as requested. Interprets and analyses issues concluding with summary reports as required. Researches, evaluates and summarises industrial cases and law from State and Federal Industrial Commissions and Courts. Negotiates consent matters and conducts consent conference/hearings in the Industrial Relations Commission.

STATEMENT OF DUTIES

Effective Date of Document:
18 June 2019

Title:
Research Officer

Classification:
Level 3

Office No:
00042

Context and Scope

The Community and Public Sector Union SPSF Group (WA Branch)/ Civil Service Association of WA (Inc).
(CPSU/CSA is the State Public Sector Union of WA).

Our Vision

Is a fair and just society built through the provision of quality public services.

Our Mission

We are a Union of workers organising to win better jobs, stronger communities, an inclusive fairer society and a sustainable future.

Our Values

Union Values	Public Service Values	Our Team's Values
Collectivism Solidarity Compassion Professionalism Equality Fairness Sustainability Social Justice	Ethical Citizenship Collaboration Integrity Equality Inclusiveness Transparency Accountability Innovation	We will maintain a positive environment that promotes: • Constructive and effective communication throughout the organisation and with our partners and community. • Mutual respect for the diversity of opinions and beliefs. • Participation, inclusivity, equality and cooperation. • Innovation, creativity and adaptability. • Adherence to processes and deadlines. • Recognition of performance.

Our goals are

Goal A: Promote and advance the rights, job security and working conditions of our members.

Goal B: Increase and diversify our membership base.

Goal C: To grow a diverse and confident network of workplace leaders who represent and activate for members and participate in the democracy of our Union.

Goal D: A diverse innovative high performance team with values that align with our Union direction and its purpose.

Goal E: To influence the progression of social justice that are consistent with our values.

Goal F: Long term financial sustainability.

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Research

- Undertakes specific industrial relations research as requested, interprets and analyses issues concluding with summary reports as required.
- Researches, evaluates and summarises industrial cases and law from State and Federal Industrial Commissions and Courts.
- Researches, negotiates, prepares and presents consent award variations before Industrial Relations Commissions.
- Develops and maintains internal databases of policy, precedents and decisions of industrial tribunals.
- Monitors and analyses industrial, social, political and economic issues affecting or likely to affect the CPSU/CSA and disseminates this information accordingly.
- Liaises with employer and employee organisations throughout Australia in accordance with specified research requests relating to industrial relations systems and legislation and prepares reports.

Information and Industrial Services

- Advises and assists industrial staff in the use of research source material within Industrial Services Group.
- Advises and assists in the development and enhancement of systems and procedures within the Group.
- Keeps up to date with technological developments that utilise and facilitate information resources and research in industrial relations and related fields.
- Negotiates consent award matters and conducts consent conferences/hearings before Industrial Tribunals, eg formula based allowance adjustments and safety net adjustments. □ Conducts on-line information retrieval searches as required.

General

- Contributes to policy and strategic development of the Group.
- Performs other duties as required.

SELECTION CRITERIA

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ESSENTIAL**Skills**

- Written and oral communication
- Problem-Solving
- Report Writing
- Investigative and Research

Knowledge and/or Experience

- Federal and State Industrial Relations systems and legislation
- Awareness of the Principles of Organising

Abilities

- To meet deadlines
- To effectively utilise personal computers and databases
- To work independently and in a team environment
- Commitment to unionism, diversity and social justice

DESIRABLE

- Tertiary qualification with social science or business research methods elements
- Union operations and its interface with the Public Sector
- Understanding of the role of the Industrial Services Group within the Union
- Awareness of the Union's strategic direction and goals