

# JOB DESCRIPTION FORM

## Section 1 - Office Identification

Organisation: CPSU/CSA Division: (a) Industrial (b) Organising Group: (a) Industrial Services (b) Organising Team	Effective Date of Document:	11 April 2018
	Classification:	Office Nos: 36 and 41
	Level 4-5	00053-56
Title: Industrial Officer		
Salaries Agreement/Award: CPSU/CSA Staff Agreement 2014		

## Section 2 - Reporting Relationships

(a) Coordinator Membership Services OR (b) Coordinator Organising	Other Offices Reporting directly to this office. Title and Classification:  Industrial Officer 6 x Level 4-5 Research Officer 1 x Level 3 Administrative Assistant 1 x Level 2  OR Organisers 4 x L4-5
Responsible to (a) Senior Industrial Officer OR (b) Lead Organiser	
Responsible to This Office	

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

## Section 3 - Key Responsibilities

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

Provides industrial advice to members on a range of industrial matters including employment entitlements, discipline, substandard performance and termination of employment. Negotiates and concludes Industrial Agreements. Represents the Union and its members in various industrial forums, tribunals and courts. Provides technical advice and support to Union employees. Assists in the development and implementation of strategies to progress collective matters and comprehensive campaigns. Manages a significant caseload.
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STATEMENT OF DUTIES		Effective Date of Document: 11 April 2018
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**Section 4:**

**Context And Scope**

The Community & 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:

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: <ul style="list-style-type: none"> <li>• Constructive and effective communication throughout the organisation and with our partners and community.</li> <li>• Mutual respect for the diversity of opinions and beliefs.</li> <li>• Participation, inclusivity, equality and cooperation.</li> <li>• Innovation, creativity and adaptability.</li> <li>• Adherence to processes and deadlines.</li> <li>• Recognition of performance.</li> </ul>

**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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<p><b>Role</b></p> <p>Provides advice and assistance to members on a range of matters including representation of members in various forums, tribunals and courts. Negotiates and concludes Industrial Agreements. Works in collaboration with Lead Organisers/Organisers to provide technical support in the development and implementation of organising campaigns. Manages a significant caseload.</p> <p>The role includes the following areas of activity:</p> <p>Planning and Case Management:</p> <ul style="list-style-type: none"> <li>Regularly reviews caseload and priorities and identifies any emerging issues and trends amongst members.</li> <li>Provides reports and briefings on emerging issues within industrial relations and public sector employment.</li> </ul> <p>Industrial Services:</p> <ul style="list-style-type: none"> <li>Negotiates and concludes Industrial Agreements.</li> <li>Investigates, researches and negotiates industrial matters on behalf of members.</li> <li>Provides advice and assistance to members in the process of resolving disputes and represents and assists members in negotiations with employers to resolve disputes.</li> <li>Represents the Union and its members in the Industrial Relations Commissions or courts and other forums; e.g. Workcover or Equal Opportunity Commission.</li> </ul> <p>Campaign Support:</p> <ul style="list-style-type: none"> <li>Provides technical assistance to Lead Organisers, Organisers, elected officials, delegates and members.</li> <li>Works collaboratively within an organising/campaigning environment.</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>Conducts training as required, including staff and Delegates training.</li> <li>Contributes to the preparation of articles for Union publication.</li> </ul> <p>At Level 5, the Industrial Officer will complete the above duties under limited supervision of the Senior Industrial Officer and is expected to have a comprehensive understanding of State and Federal Industrial Relations systems and public sector employment practices. The Industrial Officer mentors less experienced Industrial Officers.</p>		

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<p><b>Outcomes</b></p> <p>Level 4</p> <ol style="list-style-type: none"> <li>1. Caseloads are reviewed, updated and managed in consultation with the Senior Industrial Officer.</li> <li>2. Emerging issues are identified and discussed with the Industrial Services Group.</li> <li>3. Industrial agreements are negotiated with the support of a Level 5 Industrial Officer.</li> <li>4. Members are provided with advice and support in addressing workplace issues.</li> </ol> <p>Level 5</p> <ol style="list-style-type: none"> <li>1. Caseloads are reviewed, updated and managed effectively.</li> <li>2. Emerging issues are identified, researched and expert advice is provided to the Union leadership.</li> <li>3. Industrial agreements are negotiated and concluded in a timely manner.</li> <li>4. Members are provided with comprehensive advice and support in addressing complex workplace issues.</li> <li>5. Union employees are provided with detailed advice and support to address industrial issues in their allocated workplaces.</li> <li>6. Industrial representation is provided on behalf of members at hearings before industrial tribunals and courts.</li> </ol>		

SELECTION CRITERIA		Effective Date of Document: 11 April 2018
Title: Industrial Officer	Classification: Level 4-5	Office No: 36 and 41 00053-56
<p style="text-align: center;"><b><u>Level 4 - Selection Criteria</u></b></p> <p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>• A current WA driver's license.</li> </ul> <ol style="list-style-type: none"> <li>1. Knowledge <ol style="list-style-type: none"> <li>1.1 Broad knowledge and understanding of the State and Federal Industrial Relations systems, legislation, Public Sector Awards and Agreements.</li> <li>1.2 Broad understanding of public sector employment and management practices.</li> <li>1.3 Demonstrated understanding of negotiation and dispute resolution</li> </ol> </li> <li>2. Skills and Abilities <p><i>With a limited degree of independence, demonstrate an ability to:</i></p> <ol style="list-style-type: none"> <li>2.1 Research and interpret industrial instruments, legislation and case law precedents to formulate advice for members</li> <li>2.2 Attend and represent the interests and rights of Union members at workplace meetings and conciliation conferences before the State and Federal industrial tribunals</li> </ol> <p>Demonstrated ability to:</p> <ol style="list-style-type: none"> <li>2.3 Communicate effectively utilising both verbal and written skills</li> <li>2.4 Analyse and solve problems</li> <li>2.5 Work independently and as a Team Member</li> </ol> </li> </ol> <p><b>DESIRABLE</b></p> <ol style="list-style-type: none"> <li>3. Previous experience working as an Organiser or Industrial Officer within the Union movement</li> <li>4. Tertiary qualifications in a relevant discipline, including industrial relations, human resource management and/or law</li> <li>5. Supportive of the objectives of the Union movement</li> </ol> <p style="text-align: center;"><b><u>Level 5 – Selection Criteria</u></b></p> <p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>• A current WA driver's license.</li> <li>• Applicant must be eligible to hold a right of entry permit in both industrial jurisdictions.</li> </ul> <ol style="list-style-type: none"> <li>1. Knowledge <ol style="list-style-type: none"> <li>1.1 Applied knowledge and understanding of State and Federal Industrial Relations systems, legislation, Public Sector Awards and Agreements.</li> <li>1.2 Ability to identify and advise on arising issues and emerging trends within Industrial Relations</li> </ol> </li> </ol>		

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<p>2. Skills and Abilities</p> <p>2.1 Well-developed written and verbal communication skills</p> <p>2.2 Work independently and as a Team Member</p> <p><i>Working with a high degree of independence, demonstrate an ability to:</i></p> <p>2.3 Research and interpret industrial instruments, legislation and case law precedents to formulate advice for membership, campaigns and Union management</p> <p>2.4 Plan, prioritise and undertake a variety of activities to meet competing deadlines</p> <p>3. Demonstrated Experience in</p> <p>3.1 Negotiating industrial agreements, complex disputes and workplace issues</p> <p>3.2 Advocating on behalf of members at hearings before industrial tribunals and representing the interests of members at workplace meetings at a senior level</p> <p>4. Other</p> <p>4.1 Understanding of the organising approach to Union activism and its general application within the CPSU/CSA</p> <p>4.2 Demonstrated commitment to the objectives of the Union movement</p> <p><b>DESIRABLE</b></p> <p>5. Tertiary qualifications in a relevant discipline, including industrial relations, human resource management and/or law.</p>		

