

JOB DESCRIPTION FORM

Section 1 - OFFICE IDENTIFICATION

Organisation: CPSU/CSA	Classification: Level 4-5	Effective Date of Document: 2 March 2021
Division: (A) Industrial (B) Organising	Office Nos: Various	
Group: (A) Industrial Services (B) Organising Team	Title: Industrial Officer	
Salaries Agreement/Award: CPSU/CSA Staff Agreement 2020		

Section 2 - REPORTING RELATIONSHIPS

Title: Coordinator Membership Services Classification: ↑ Responsible to Title: Senior Industrial Officer Classification: 6 ↑ Responsible to This Office	Other Offices Reporting directly to this office. Title and Classification: <table> <tr> <td>Industrial Officer</td> <td>4 x Level 4-5</td> </tr> <tr> <td>Research Officer</td> <td>1 x Level 3</td> </tr> <tr> <td>Administrative Assistant</td> <td>1 x Level 2</td> </tr> </table> OR <table> <tr> <td>Organisers</td> <td>4 x L4-5</td> </tr> <tr> <td>Industrial Officers</td> <td>2 x L4-5</td> </tr> </table>	Industrial Officer	4 x Level 4-5	Research Officer	1 x Level 3	Administrative Assistant	1 x Level 2	Organisers	4 x L4-5	Industrial Officers	2 x L4-5
Industrial Officer	4 x Level 4-5										
Research Officer	1 x Level 3										
Administrative Assistant	1 x Level 2										
Organisers	4 x L4-5										
Industrial Officers	2 x L4-5										

Offices under direct responsibility Title: None	Classification:	Nos of FTE's:
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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 grievances, 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. Works in collaboration with Union employees within an organising model. Assists and provides comprehensive industrial advice to organising campaigns. Manages a significant caseload.

STATEMENT OF DUTIES		Effective Date of Document: 2 March 2021
Title: Industrial Officer	Classification: Level 4-5	Office No: Various
<p>Section 4 - CONTEXT AND SCOPE</p> <p>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).</p> <p>Purpose:</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 their workplaces.</p> <p>We exercise this power to win improved industrial and workplace rights, fairness and dignity.</p> <p>Strong union workplaces deliver better public services for WA.</p> <p>Ambition:</p> <p>To be a growing, active, member-led union that builds power to win.</p> <p>Theory of Union:</p> <p>If we organise and mobilise members to build action at scale, and align worker and community interests, we will pressure the government to improved public sector jobs and service delivery.</p> <p>Values:</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>		

STATEMENT OF DUTIES		Effective Date of Document: 2 March 2021
Title: Industrial Officer	Classification: Level 4-5	Office No: Various
<p>ROLE</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"> • Regularly reviews caseload and priorities and identifies any emerging issues and trends amongst members. • Provides reports and briefings on emerging issues within industrial relations and public sector employment. <p>Industrial Services:</p> <ul style="list-style-type: none"> • Negotiates and concludes Industrial Agreements. • Investigates, researches and negotiates industrial matters on behalf of members. • Provides advice and assistance to members in the process of resolving disputes and represents and assists members in negotiations with employers to resolve grievances. • Represents the Union and its members in the Industrial Relations Commissions and courts, and other forums, e.g., Workcover or Equal Opportunity Commission. <p>Campaign Support:</p> <ul style="list-style-type: none"> • Provides technical assistance to Lead Organisers, Organisers, elected officials, delegates and members. • Works collaboratively within an organising/campaigning environment. <p>Other:</p> <ul style="list-style-type: none"> • Conducts training as required, including staff and Delegates training. • Contributes to the preparation of articles for union publication. <p>At Level 4, the Industrial Officer will complete the above duties under the direction of the Senior Industrial Officer and is expected to have a broad understanding of State and Federal Industrial Relations systems. Negotiates agreements and attends Industrial Relations Commissions and other forums and courts with the support of a Level 5 Industrial Officer.</p> <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>OUTCOMES</p> <p>Level 4</p> <ol style="list-style-type: none"> 1. Caseloads are reviewed, updated and managed in consultation with the Senior Industrial Officer. 2. Emerging issues are identified and discussed with the Industrial Services Group. 3. Industrial agreements are negotiated with the support of a Level 5 Industrial Officer. 4. Members are provided with advice and support in addressing workplace issues. <p>Level 5</p> <ol style="list-style-type: none"> 1. Caseloads are reviewed, updated and managed effectively. 2. Emerging issues are identified, researched and expert advice is provided to the Union leadership. 3. Industrial agreements are negotiated and concluded in a timely manner. 4. Members are provided with comprehensive advice and support in addressing complex workplace issues. 5. Union employees are provided with detailed advice and support to address industrial issues in their allocated workplaces. 6. Industrial representation is provided on behalf of members at hearings before industrial tribunals and courts. 		

SELECTION CRITERIA		Effective Date of Document: 2 March 2021
Title: Industrial Officer	Classification: Level 4-5	Office No: Various

Level 4 - SELECTION CRITERIA

ESSENTIAL

A current WA driver's license.

1. Knowledge

- 1.1 Broad knowledge and understanding of the State and Federal Industrial Relations systems, legislation, Public Sector Awards and Agreements.
- 1.2 Broad understanding of public sector employment and management practices.
- 1.3 Demonstrated understanding of negotiation and dispute resolution.

2. Skills and Abilities

With a limited degree of independence, demonstrate an ability to:

- 2.1 Research and interpret industrial instruments, legislation and case law precedence to formulate advice for members.
- 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.

Demonstrated ability to:

- 2.3 Communicate effectively utilising both verbal and written skills
- 2.2 Analyse and solve problems
- 2.4 Work independently and as a Team Member

DESIRABLE

- 3. Previous experience working as an Organiser or Industrial Officer within the Union movement.
- 4. Tertiary qualifications in a relevant discipline, including industrial relations, human resource management and/or law.
- 5. Supportive of the objectives of the union movement.

Level 5 – SELECTION CRITERIA

ESSENTIAL

A current WA driver's license.

Applicant must be eligible to hold a right of entry permit in both industrial jurisdictions.

1. Knowledge

- 1.1 Applied knowledge and understanding of State and Federal Industrial Relations systems, legislation, Public Sector Awards and Agreements.
- 1.2 Ability to identify and advise on arising issues and emerging trends within Industrial Relations

2. Skills and Abilities

- 2.1 Well developed written and verbal communication skills
- 2.2 Work independently and as a Team Member

Working with a high degree of independence, demonstrate an ability to:

- 2.3 Research and interpret industrial instruments, legislation and case law precedence to formulate advice for membership, campaigns and union management.
- 2.4 Plan, prioritise and undertake a variety of activities to meet competing deadlines.

3. Demonstrated Experience in:

- 3.1 Negotiating industrial agreements, complex disputes and workplace issues.
- 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.

4. Other

- 4.1 Understanding of the organising approach to Union activism and its general application within the CPSU/CSA.
- 4.2 Demonstrated commitment to the objectives of the Union movement.

DESIRABLE

- 1. Tertiary qualifications in a relevant discipline, including industrial relations, human resource management and/or law.