

JOB DESCRIPTION FORM

SECTION 1 - Office Identification

	Effective Date of Document: 2023	
Organisation CPSU/CSA	Classification: Level 6	Office No: 00015
Division Member Services	Title Capacity Building Team Lead	
Salaries Agreement/Award CPSU-CSA Staff Agreement 2022		

SECTION 2 - Reporting Relationships

Title: Coordinator Member Services Classification: 7	Other Offices Reporting directly to this office. Title and Classification: Senior Industrial Officer- Level 6 Lead Industrial Advisor – Level 6
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Offices under direct responsibility		
Title:	Classification	Numbers
Learning and Development Trainer	4/5	1 FTE
Administrative Assistant Learning and Development	2	0.6 FTE
Organiser Member Support (Title under review)	3/4/5	1 FTE
Living Smart Organiser (Title under review)	5	0.6 FTE

SECTION 3 - Key Responsibilities

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

<p>Role Summary</p> <p>The Capacity Team Lead plays a key role at the CPSU/CSA in developing, supporting and managing staff within their team. As Leaders in their workplace, they are expected to be a role model to get outcomes for members.</p>
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The Capacity Building Team Lead is expected to allocate task, develop strategies, communicate the Union's Strategic Goals and provide feedback to assist their team members' development.

The Lead works across the Union to create systems, training and resources to empower and develop Delegates in accordance with their needs and the Union's strategic direction/s to grow and build the Union. They are responsible for supporting the Capacity-Building Team to develop members and Delegates through formal training, coaching, mentoring and relationship building. The Lead will work across the Union and with Delegates to design organising approaches to resolve collective issues that can be delivered at scale. The position is key in developing and empowering Union Delegates and members.

STATEMENT OF DUTIES		Effective Date of Document: 2023
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<p>SECTION 4 - Context and Scope</p> <p>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).</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>		

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SECTION 5 - Statement of Duties

Member and Delegate Capacity Building

- Works with the team and across the Union to create systems, training and resources in accordance with members and Delegates needs and the Union's strategic direction/s in order to build and grow the Union.
- Supports the team to empower and develop Delegates and members through formal training (including in representational advocacy and recruitment), coaching, mentoring and relationship/network building so Delegates are effective and powerful in their workplaces.
- Works within the team and Union structures and with Delegates, where appropriate, to design organising approaches and systems to resolve collective issues that can be delivered at scale.
- Supports team members in identifying and growing leaders in Member Support Agencies.
- Contributes to developing the Strategic Plan cascades relevant to the team or to which the team contributes and implementing them.
- Works collaboratively with Union stakeholders and teams.
- Contributes to the Union's campaign priorities.

Leadership

- Collaborates across the Union in developing and implementing an effective training program per the Union's strategic priorities and focus.
- Leads and supports the team in managing and prioritizing relevant Union workflows.

Internal Capacity Building

- Contributes to the development of staff to facilitate the Union's strategic ambitions.

Team Leadership and Development

- Provides coaching, mentoring and supervision to team members.
- Provides internal training or arranges external training for team members in Union systems, training techniques, organising principles, skills, recruitment strategies and other knowledge areas as required.
- Supports team members to maintain relationships with Delegates and stakeholders.
- Develops and communicates innovative organising and training techniques.

- Communicates and educates team members on the strategic direction of the Union.
- Implements and supports development plans for team members and manages performance issues.

Planning and Work Management

- Develops and maintains plans with team members and conducts regular reviews and evaluations of coaching, organising activities and/or training courses.
- Allocates tasks to team members and assists with time and priority management.
- Provides management reports on team activities.
- Manages staff performance.
- Contributes to the development of strategic Union plans and manages resources appropriately.
- Manages other human resource issues within the team as appropriate.
- Builds and maintains a positive and inclusive work environment.
- Plans, directs, coordinates and manages the Union's Capacity Building Team and its activities in accordance with the Union's Strategic Plan.

Budget

- Ensures expenditure is in accordance with the approved budget provisions.
- Prepares submissions for resources and funds in the formulation of the Capacity Building Team budget.
- Responsible for incurring and approving expenditures within prescribed limits.

Organisational

- Develops methodologies and tools to undertake workplace development, planning and evaluation practices.
- Contributes to developing tools to measure and evaluate the organisation's progress against the strategic plan and continuous planning.
- Assists in developing, implementing, evaluating and monitoring of the CPSU/CSA strategic plans and identifies opportunities for continuous improvement of the organisation.
- Participates in and contributes to various management-specific purpose committees.
- Represents the CPSU/CSA on committees, working and study groups as required.

SELECTION CRITERIA		Effective Date of Document: 2023
Title: Capacity Building Team Lead	Classification: Level 6	Office No: 00015
SECTION 6 - Selection Criteria		
ESSENTIAL		
Relevant Knowledge		
<ul style="list-style-type: none"> • Comprehensive knowledge of the theory and application of the principles and techniques of organising. • Demonstrated experience in coaching and mentoring. • Comprehensive knowledge of training principles and facilitation techniques. • Good knowledge of Western Australian and Fair Work Industrial Relations Systems including Legislation, Awards and Agreements, Public Sector Employment Practices and Standards. 		
Relevant Skills and Abilities		
<ul style="list-style-type: none"> • Demonstrated ability to identify recruitment and growth opportunities. • Demonstrated ability to identify and implement strategies to develop workplace leaders. • Demonstrated ability to develop and implement organising/training strategies. • Demonstrated communication, interpersonal, negotiation and facilitation skills. • Demonstrated problem-solving and decision-making skills. • Demonstrated ability to manage, coordinate and monitor several projects simultaneously. • Demonstrated ability to lead and develop a small team, including a commitment to Union values and ethics. • Demonstrated ability to coach others in applying organising/training strategies and techniques. • Ability to use word-processing, spreadsheet and database software to prepare presentations, submissions and manipulate data for reports. • Ability to evaluate performance and provide feedback to team members that encourages and assists their development. • Capacity to manage expenditures within approved budgets. • 'C' Class Driver's Licence. 		
DESIRABLE		
Previous Experience		
<ul style="list-style-type: none"> • Experience working as an Organiser or in community development work. • Experience managing a Learning and Development Team and systems (e.g. booking/learning management systems). 		

- Experience working in a campaigning environment.
- Experience in negotiating and advocating.
- Experience with digital project management systems such as Trello.
- Experience in managing and developing people.
- Experience with Organising methodologies.
- Knowledge of the WA Work Health and Safety Act and Regulations.

SECTION 7 - CERTIFICATION

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

BRANCH SECRETARY	DATE:
OFFICE OCCUPANT	DATE: