



## Position Description

**Position Title** Area Organiser: Organising and Campaigning

**Position Objective:** This position will provide leadership to delegates and members with a focus on organising and campaigning in a defined geographical area in accordance with the HACSU Strategic Plan 2014-2018 and the Union's Rules.

**Reports to** Lead of Organising and Campaigns / State Secretary

### Organisational Context of the Position

Health and Community Services Union (HACSU) is the Victorian No.2 Branch of the Health Services Union. HACSU is an industry based Union representing Mental Health Nurses, Health Professionals, Alcohol and other Drug, Workers, and Disability Support Workers, and other Direct Care and Support Staff in Victorian Mental health and Disability Services.

The priority of the Union is to grow the strength and the power of HACSU by advocating for and protecting the professional and industrial interests of all members.

The Organiser has responsibility for building and maintaining membership levels, union influence and representative structures and leading and supporting activists and potential activists.

The Organiser will work as part of team covering the State and will contribute to the strategic growth of the Union and its membership.

At times the activities needed to fulfil our Strategic Industry and Operational objectives may change, and others may take on an additional or different emphasis.

### Typical Duties

1. Develop and implement workplace organising and campaign plans consistent with the Strategic Plan / Industry Objectives.
2. Develop, maintain, organise and strengthen existing membership levels and Sub-branch/Delegate structures.
3. Promote, plan, prepare, deliver and review learning and training plans and some associated training sessions to delegates and sub-branches in conjunction with the Lead of Organising and Campaigns.
4. Identify potential new membership and growth areas and organise new Sub-branch/Delegate structures in nominated workplaces consistent with the Strategic Plan / Industry Objectives.
5. Organise personal work priorities to maximize member and delegate contact and utilize as a skills development and education opportunity.
6. Provide timely and quality industrial, organising and campaigning advice and support to the membership, including the production of newsletters and fact sheets.
7. Provide advocacy, negotiation and representation in the workplace or at conciliation conferences in Fair Work Australia on matters of pay and conditions, workers compensation, occupational health and safety, redundancy, termination, conflict resolution, serious misconduct dismissal and separation.

8. Coordinate case preparation and research within a legislative and policy framework, formulate strategies, advise on the validity and credibility of cases and advocate and present cases for members both individual and collective.
9. Maintain accurate membership records including contact notes on the database.
10. Effectively and appropriately use of workplace information systems, including filing, internet, email and electronic calendar.
11. Contribute to the strategic development and implementation of campaign priorities consistent with the HACSU Strategic Plan / Industry Objectives.
12. Contribute to the development and maintenance of effective team relations within HACSU, including liaison with the Leadership Team, within the Industrial and Compliance Team and the Organising and Campaigning Team.
13. Participate in professional support and development ensuring currency of knowledge and skills relevant to the role.
14. Promote equality of opportunity and fair treatment for all members through promoting involvement of diverse groups, elimination of discrimination and implementation of Union policies to take account of diversity.
15. Attend meetings, participate in the annual Delegates Conference and represent HACSU in delegations to other forums and settings such as (but not limited to) Victorian Trades Hall Council and Industry policy forums.
16. Participate and represent the union on central and local forums and committees.

### **Performance Measures**

1. Documented work plans developed and maintained for all agreed priority areas in line with the Industry and Organisational Objectives, in a standardised format as determined by the Lead of Organising and Campaigns.
2. Documented mapping of all workplaces including but not limited to membership numbers, potential recruitment, retention of members, elected delegates and sub-branch structures in a standardised format as determined by the Lead Organiser.
3. Documented 12-month workplace visit schedule to be developed and implemented in consultation with the Lead of Organising and Campaigns.
4. Documented Learning and Training Plans will be developed with all delegates, (including documentation of informal/formal sessions with delegates and members) within an agreed period of undertaking a position.
5. Delegates and sub-branch officials take a leading role in building and maintaining the union's presence and influence within their workplace and in resolving workplace issues.
6. Effective and professional workplace relations are demonstrable in both workplaces and within the HACSU office.
7. A significant contribution is made to the development and implementation of strategic campaign priorities and practices including attending relevant forums and councils to advance HACSU and membership priorities.
8. The policies and practices of the organization are adhered to, including the effective use of information systems and technologies, standardized documentation and ensuring accuracy of the membership data base.
9. Participation in team meetings and active engagement with the Lead of Organising and Campaigns in fortnightly supervision sessions to review individual work-plans.

### **Key Selection Criteria**

1. Holds a current drivers licence.

2. Demonstrated leadership qualities, reflective of the Union environment promoting the values and principles of unionism.
3. Commitment to the underlying principles of the union movement, social justice, community development and equity.
4. Demonstrated ability to manage and resolve issues arising from a demanding workload, high levels of expectation and competing priorities in the workplace.
5. Proven ability to positively contribute to change and innovation.
6. Proven ability to develop and implement workplace organising and campaigning plans.
7. Demonstrated communication, analytical, problem solving and dispute resolution skills.
8. Well-developed advocacy skills.
9. Knowledge and understanding of current industrial legislation and policies, including Fair Work Australia and of other legislation as they pertain to Industrial Relations.
10. Demonstrated decision-making and time management skills.
11. Excellent presentation, public speaking and interpersonal skills.

### **Performance appraisal**

The successful applicant will be appointed for a six months probationary period. Ongoing employment is subject to satisfactory performance in the position.

The successful applicant shall participate in a performance appraisal process overseen by the State Secretary after six months service, at the conclusion of 12 months service and thereafter each subsequent 12 months, on termination of service and/or on request.

Note: Statements in this position description are intended to reflect, in general, the duties and responsibilities of the position and are not to be interpreted as being all inclusive.

HACSU is an equal opportunity employer and provides a smoke free workplace.