**Position Description**

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| **Position Title:** | Campaigns and Projects Officer |
| **Salary Range:** | $92,933 to $105,180 – *Salary and Level negotiable on skills qualification and experience* | **Reports To:** | National Secretary |
| **Location:** | 255 Drummond St, Carlton VIC | **Date:** | 5th December 2018 |
| **Position Overview** |
| We are seeking a highly motivated and driven individual who can build relationships with HSU branches and key external stakeholders to deliver on strategic outcomes. Working as part of a small team and reporting to the HSU National Secretary, the ***Campaigns and Projects Officer*** will be responsible for developing, leading and coordinating cross-branch and national campaigns on issues of strategic importance to members—this includes member and stakeholder engagement alongside political lobbying. |
| **Organisational Context** |
| The Health Services Union (HSU) is one of Australia’s fastest growing unions, with over 85,000 members. Our members are at the forefront of nation-changing initiatives such as the National Disability Insurance Scheme (NDIS), the forthcoming Aged Care Royal Commission and broader reforms to the public and mental health systems. The HSU is comprised of eight autonomous branches and the role of HSU National is to facilitate cross-branch coordination, which supports membership growth, and, by extension, the collective power of working people. Through this, we ensure that HSU members have a strong and powerful voice in the debates that shape their working lives and their communities. |
| **Principal Duties** |
| * Working with the National Secretary, HSU branch officials and other HSU National employees to devise, coordinate and implement campaigns in various industry sectors (public health, aged care, disability, ambulance services, mental health, etc.)
* Develop and maintain relationships with HSU branch officials and key external stakeholders (e.g. other unions, peak bodies, politicians, etc.)
* Contribute to the development of briefs for use in political lobbying.
* Brief and provide advice to the HSU National Secretary and HSU National Executive in relation to ongoing projects, campaigns and emerging industry issues.
* Develop, plan and coordinate the HSU’s Annual National Conference.
* Provide advice and support to HSU branches seeking assistance from the National Office.
* Prepare business cases for projects that could improve HSU National systems and processes at the direction of the National Secretary.
* Manage externally commissioned service providers/consultants engaged to provide services to HSU National.
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| **Essential Requirements** |
| * Strong experience in developing, leading and coordinating campaigns.
* Extensive stakeholder engagement experience.
* Outstanding written and verbal communication skills, with the ability to tailor messages to different audiences.
* Demonstrated project management skills, with experience in managing multiple projects simultaneously.
* High-level digital literacy skills, including an understanding of industry-leading online campaigning tools and platforms.
* Ability to work independently under limited supervision.
* Demonstrated commitment to the values and underlying principles of the union movement, social justice, community development and equity.
* Knowledge of/or experience in the health and community services sector is desirable, although not essential.
* Tertiary qualification in a relevant field and /or extensive experience in a similar role.
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