Position Description

Position Title:	**Legal and Industrial Officer**		
Division:	ACTU	**Date:**	5th September 2019
Classification:	Level	**Reports to:**	Tom Roberts, Industrial and Social Policy
Location:	365 Queen St, Melbourne VIC 3000	**Team:**	Industrial and Social Policy
No. of Direct reports	Nil	**File & Version:**	LegalIndustrialOfficer _5 September 2019 _ Ver1

Position Purpose

The Legal and Industrial Officer is responsible for providing advice to the ACTU Officers and affiliated unions on employment and related legislation including undertaking research and advocacy on industrial and associated social and economic issues.

The Legal and Industrial Officer represents the ACTU before industrial relations tribunals and parliamentary inquiries. This position is responsible for the preparation of submissions to governments, research papers, speeches and other publications. Industrial staff assist affiliates in negotiating industrial claims on behalf of their members, liaise with unions and employer representatives and undertake a broad range of lobbying activities on behalf of the ACTU. The Legal and Industrial Officer will work within a team of experienced union lawyers and Economic and Social Policy officers.

A commitment to trade union values is essential and experience of working with unions is desirable.

Responsibilities

Key responsibilities include:

All industrial staff are involved in a range of duties, which include;

1. The provision of industrial advice to affiliates and the ACTU Executive;
2. Appear before the industrial relations tribunals and parliamentary inquiries;
3. As part of team conduct significant cases before the Fair Work Commission, including minimum wages adjustments, test cases and the establishment and review of modern awards;
4. Provide advice regarding strategic litigation;
5. Research and develop industrial and associated social & economic policy matter as required, including preparation of submissions to government, agencies, and other relevant bodies and speech writing;
6. Represent the ACTU in a variety of forums including consultative bodies and working parties and present papers on behalf of the organisation;
7. Assist affiliate unions in major industrial campaigns and litigation and assist affiliates conduct negotiations with major employers;
8. Prepare and make recommendations to the ACTU Secretary regarding a range of industrial issues;
9. Service committees of the Executive
10. Prepare publications, including fact sheets, training resources, and wages and employment rights publications
11. Perform other responsibilities as required.
12. The Legal and Industrial Officer is required to provide legal advice to the ACTU officers upon request.

Organisational accountabilities

- Willingness to work in accordance with ACTU policy and procedures
- A commitment to the values of trade unionism and social justice
- Capacity to exercise judgment and discretion within a politically sensitive environment
- Respect for cultural and social diversity within the workforce and the community

Educational and Work Experience Qualifications

- Relevant tertiary qualification in law, economics, legal studies, politics, or social policy.

- Legal qualifications including a practising certificate and recent experience working as a lawyer in a union, legal practice or equivalent.

Key requirements

Key Selection Criteria (Essential)

- Comprehensive knowledge of contemporary industrial relations issues
- A knowledge of state and federal industrial legislation and related legislation (eg Corporations, trade practices, superannuation, social security and taxation laws as they affect employment)
- Experience in advocacy and negotiation
- Working knowledge of economic and labour market concepts
- Commitment to and passion for the values of the ACTU and the union movement generally
- Ability to work as part of a team
- Ability to work with minimal supervision
- Excellent oral and written communication skills
- Excellent research and analytical skills
- Ability to plan and prioritise work
- Computer literacy and keyboard skills

Key Internal & External Contacts

Key Internal Contacts	**External Contacts**
Liaison with the ACTU officers, policy and communications staff as needed. All ACTU areas as required.	All Affiliates and relevant external parties.