Position Description

Position Title:	**National Industrial Officer** – Full time, 12 Month Time Limited Contract - Parental Leave Replacement		
Salary Range:	$99,071 - $112,127 (depending on skills and experience)	**Reports To:**	National Secretary
Location:	Suite 46, 255 Drummond St, Carlton VIC	**Date:**	15 December 2020

Position Overview

We are seeking a highly motivated, experienced and driven individual who can lead the union's industrial advocacy work in the Fair Work Commission and other forums. The position is required to develop and implement the industrial aspects of our strategic campaigns and build relationships with HSU branches and key external stakeholders (e.g. other unions, peak bodies, advocacy organisations and politicians) to deliver on industrial outcomes for our members.

Working as part of a small team and reporting to the HSU National Secretary, the National Industrial Officer will support our national campaigns, including special cases to vary Modern Awards in the health and social care sectors, prepare cases and inquiry submissions and appear before industrial tribunals, courts and parliamentary inquiries. The position also provides industrial support and advice to HSU leadership and branches.

Organisational Context

The Health Services Union (HSU) is one of Australia's fastest growing unions, with over 93,000 members. Our members are at the forefront of nation-changing initiatives such as the National Disability Insurance Scheme (NDIS), the 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 HSU members. Through this, we ensure that HSU members have a strong and powerful voice in the debates that shape their working and personal lives.

Principal Duties

- Working with the HSU National Secretary and other HSU National employees in a genuine end-to-end partnership to integrate industrial strategy into the unions campaign, policy and communication work across a range of industry sectors (public health, aged care, disability, ambulance services, mental health, etc.)
- Research and develop modern award claims and cases, including drafting industrial/legal submissions and preparing witness statements and other evidence.
- Advocacy/presentation of submissions before the Fair Work Commission (FWC), other tribunals and government inquiries.
- Manage and work with the union's external legal advisers and consultants.
- Monitoring changes to relevant policy and legislation and preparing briefs on emerging issues for internal audiences.

- Participating in a range of external committees and groups on industrial matters affecting the union and its membership.
- Provide industrial advice and support to HSU branches seeking assistance from the National Office.
- Develop and maintain relationships with HSU branch officials and key external stakeholders (e.g. other unions, peak bodies, employers, politicians, etc.)
- Contributing to the general administration and development of the union.
- Undertaking other duties as required, commensurate with the skill level of the position.

Essential Requirements

- Highly developed problem-solving and conceptual thinking skills.
- Demonstrated experience in industrial advocacy, case preparation and presentation in the FWC and a sound working knowledge of the Australian industrial relations framework.
- Outstanding writing skills, with demonstrated experience in preparing submissions, witness evidence and reports to tribunals and government inquiries.
- Excellent verbal communication skills with the ability to quickly establish rapport and build relationships with internal and external stakeholders.
- Ability to work independently with a high degree of initiative.
- Proven ability to organise, prioritise and perform multiple tasks concurrently to meet established deadlines.
- Tertiary qualifications in one of the following fields: law, industrial relations, economics, public policy or health and community services.
- Demonstrated commitment to the values and underlying principles of the union movement, social justice, community development and equality.
- Ability to acquire a National Police Check.
- Ability and willingness to undertake regular interstate travel outside of normal working hours.

Desirable Requirements

- Law degree and current practicing certificate, desirable but not mandatory.
- Experience and knowledge of the Modern Award system, award variation applications and four yearly review process.
- Sound knowledge of the health and community services sectors.
- High level qualitative and quantitative research skills.