



## Position Description

<b>Position Title:</b>	<b>National Industrial Officer</b> – Full time		
<b>Salary Range:</b>	A Salary range of \$90,954 – \$127,445	<b>Reports To:</b>	National Secretary
<b>Location:</b>	Suite 46, 255 Drummond St, Carlton VIC	<b>Date:</b>	1 May 2024

### Position Overview

We are seeking a committed and driven individual who can contribute to the Health Services Union's national industrial strategy and work. The position involves developing and implementing the industrial aspects of our national strategic campaigns, including researching and preparing major modern award claims and advocating for federal industrial policy and law reform. Working as part of a small team and reporting to the HSU National Secretary, the National Industrial Officer will also help to support the HSU's branches by providing strategic industrial advice and resources and facilitating cross-branch collaboration, and will build relationships with other key external stakeholders (e.g. other unions, peak bodies, advocacy organisations and politicians) to deliver on industrial outcomes for our members.

### Organisational Context

The Health Services Union is one of Australia's fastest growing unions, with over 100,000 members. Our members are at the forefront of nation-changing initiatives such as the National Disability Insurance Scheme (NDIS), and broader reforms to aged care and the public, private, and mental health systems. The HSU is comprised of eight autonomous branches and the role of HSU National is to implement the HSU's national strategic campaigns and facilitate cross-branch coordination with a view to supporting 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 to develop and integrate industrial strategy into the Union's national campaign, policy and communication work across a range of industry sectors (public health, aged care, disability, ambulance services, mental health, etc.)
- Researching and developing major modern award claims and cases.
- Drafting industrial/ legal submissions, witness statements and evidence, advocating for the HSU in matters before the Fair Work Commission and other industrial tribunals and courts, and briefing and instructing counsel where necessary.
- Preparing submissions and appearing or coordinating the appearance of witnesses to give evidence before formal federal government inquiries on industrial-related issues.
- Monitoring changes to relevant federal industrial policy and legislation and preparing briefs on emerging issues for internal audiences.

- Developing and maintaining relationships with HSU branch officials, providing industrial advice and support to HSU branches seeking assistance from the National Office and supporting cross-branch collaboration on industrial matters.
- Developing and maintaining relationships with key external stakeholders (e.g. other unions, peak bodies, employers, politicians, etc.) and managing and working with the HSU's external legal advisors and consultants.
- Representing the HSU in a range of external committees and groups on industrial matters affecting the union and its membership.
- Undertaking other duties as required, commensurate with the skill level of the position.

### **Essential Requirements**

- Highly developed problem-solving and strategic and conceptual thinking skills.
- A strong interest in and knowledge of the current modern award system including its objectives and review processes.
- A sound working knowledge of the federal industrial relations framework and laws.
- High-level legal research skills.
- Demonstrated experience in industrial advocacy, case preparation and presentation.
- Outstanding writing skills (with demonstrated experience in, for example, preparing witness evidence and legal submissions, submissions to government inquiries, and briefing papers on industrial issues).
- Excellent verbal communication skills with the ability to quickly establish rapport and build relationships with a range of internal and external stakeholders.
- Ability to work independently as part of a small team with a high degree of initiative.
- Proven ability to manage and prioritise tasks to meet established deadlines.
- 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 occasional, reasonable interstate travel outside of normal working hours.
- Tertiary qualifications (or considerable progress towards a qualification) in one of the following fields: law, industrial relations, economics, public policy or health and community services.

### **Desirable Requirements**

- Law degree and current practicing certificate.
- Experience with the modern award system including variation matters.
- Knowledge of the health and community services sectors.