

Position Description

Position Title	Workers' Capital Officer		
Reports To	Workers' Capital Manager		
Division	ACTU Centre for Workers' Capital & Superannuation	Work Centre	Industrial & Policy
Location	365 Queen Street, Melbourne		
Classification	Level 4	Mode	Full time, ongoing
Direct Reports	Nil	Date	Current version: April 2026 Last revised: 2025

Position Purpose

The Workers' Capital Officer is responsible for the administration and operations of the Centre for Workers' Capital and related ACTU work to advance workers' working and retirement outcomes.

The role is responsible for the preparation of partnership proposals and the delivery of Centre for Workers' Capital services, including the organisation of Centre events, administration and organisation of contract deliverables and regular engagement with partners. The role will also support the Centre for Workers' Capital board in its role in overseeing the Centre.

The Workers' Capital Officer will work to seek and deliver sponsorship for ACTU events such as Superannuation Trustee Forums, ACTU Congress and other Conferences.

The Workers' Capital Officer will manage the relationship with ACTU partners, and regularly engage with ACTU affiliates, superannuation collective vehicles and all internal ACTU teams.

A commitment to trade union values is essential, and experience working with unions or values-based organisations is desirable.

Responsibilities & Selection Criteria

Responsibilities

- Administration of the Centre for Workers' Capital operations
 - Maintain relationships with Centre for Workers' Capital partners to ensure the effective implementation of service agreements
 - Prepare Centre for Workers' Capital partnership proposals, service agreements including the preparation, service proposals and contracts
 - Delivery of services including organisation of events and other deliverables
 - Work collaboratively with other ACTU teams to ensure the timely and cost-effective delivery of contractual obligations
 - Monitor the service requirements, and the delivery of services, across all partners to ensure agreement compliance
 - Assist in the provision of Centre for Workers' Capital reporting working closely with the ACTU Finance Team
 - Support the Centre for Workers' Capital Board including through the provision of board packs and attendance at board meetings

- ACTU sponsorships
 - Coordinate the procurement and management of sponsorships for ACTU conferences and events, including identifying potential sponsors, supporting the development of sponsorship proposals and agreements, liaising with sponsors, and tracking sponsorship deliverables in line with ACTU governance and financial requirements.
- File, update and maintain documentation and correspondence in SharePoint and other approved systems, in line with ACTU record-keeping, governance and information-management requirements.

Key Selection Criteria

- Demonstrated commitment to the values of the ACTU, the Australian union movement and the interests of working people.
- Strong interpersonal, verbal and written communication skills.
- Demonstrated ability to prioritise work, exercise sound judgement and discretion and provide high-quality administrative and coordination support across multiple tasks and stakeholders.
- Well-developed organisational skills, including the ability to manage registers, trackers, documentation and competing priorities with attention to detail.
- Demonstrated ability to use computer applications and systems confidentially and effectively, including document management platforms such as SharePoint and standard office software (Word, Excel, PowerPoint, Outlook).

Desired Selection Criteria

- Understanding of superannuation and workers' capital.

Key Contacts

Key Internal Contacts

- Centre for Workers' Capital
- ACTU Operations Team
- ACTU Legal, Research and Policy Work Centre
- All ACTU Work Centres and Staff

External Contacts

- Centre for Workers' Capital partners
- ACTU partners
- ACTU affiliates
- Superannuation industry stakeholders including funds and collective vehicles