

Position Description

Position Title	Legal & Industrial Officer		
Reports To	Manager, Legal & Industrial		
Division	Industrial & Legal	Work Centre	Industrial & Policy
Location	365 Queen Street, Melbourne		
Classification	Level 6	Mode	Full-time, 13-month fixed term contract (Parental Leave cover)
Direct Reports	Nil	Date	May 2026

Position Purpose

This is a full-time fixed term position to cover a staff absence on parental leave for a period of 13 months.

The Legal and Industrial Officer supports the ACTU to win its industrial relations priorities both at the Fair Work Commission and courts, and with the Commonwealth Parliament and Government.

This involves legal representation, legal and policy analysis and briefing for the ACTU leadership, written and oral advocacy in a range of forums, and support for the industrial work of the ACTU's affiliated unions.

The role is situated within a team of experienced union lawyers and economic and social policy staff.

A commitment to trade union values is essential and experience of working with unions is desirable. The ACTU encourages applications from people from diverse backgrounds.

Responsibilities & Selection Criteria

- As part of a team conduct significant cases before the Fair Work Commission and the courts, including minimum and award wage adjustments, test cases and modern award matters;
- Provide legal and industrial advice to the ACTU leadership and affiliate unions on industrial matters, including strategic litigation, law reform and other legal issues as required;
- Research, develop and advocate for industrial issues, including through the preparation of submissions, briefs and speeches to inquiries, governments, agencies and other relevant bodies.
- Represent the ACTU in a variety of forums including on consultative bodies and working parties;
- Assist affiliates with strengthening their industrial and legal work through providing advice, helping to develop educational materials and courses, and coordinating the sharing of best practice among union industrial officers and lawyers; and
- Perform other responsibilities as required.

Key Selection Criteria

Essential criteria

- A minimum of eight years' experience as a lawyer or industrial officer within a union, legal practice, or comparable organisation (Weight will also be given to candidates with less legal experience, but experience working for or from an underrepresented community).
- Excellent knowledge of contemporary industrial relations issues as well as industrial and related legislation (e.g. corporations, anti-discrimination, trade practices, superannuation, social security and taxation laws as they affect employment).
- Demonstrated ability to lead complex legal matters or law reform work with multiple stakeholders.

- Demonstrated skills and experience in industrial advocacy and negotiation.
- Ability to work with minimal supervision and to plan and prioritise work.
- Excellent research and oral and written communication skills.
- Willingness to work in accordance with ACTU policy and procedures, and a commitment to the values of trade unionism, social justice and respect for cultural and social diversity.
- Capacity to exercise judgment and discretion within a politically sensitive environment.

Desirable Criteria

- Legal qualifications, including a practising certificate.
- Experience in anti-discrimination matters, and/or an interest in law reform in that area.
- Working knowledge of economic and labour market concepts.

Key Contacts

Key Internal Contacts

- Manager, Legal and Industrial
- Director Industrial & Policy
- ACTU leadership
- Other staff in the Industrial and Policy Work Group
- Working with staff across the Education and Capacity Building and Campaigns work groups of the ACTU as required.

External Contacts

- Affiliated Unions, including via the Industrial Legislation Committee (ILC), Lawyers and Industrial Officers Network.
- Other key external stakeholders.