

<b>Position</b>	Industrial Officer
<b>Department/Unit</b>	Industrial Team
<b>Location</b>	Ultimo
<b>Role Designation</b>	Officer
<b>Approval Date</b>	30 April 2025

### **Primary purpose**

The Industrial Officer is responsible for the provision of high-level advice and representation of union members across a broad range of industrial matters, including termination of employment, disputes, anti-discrimination, professional accreditation issues and Work Health and Safety.

This role will also take the lead in bargaining and drafting for single and multi-enterprise agreements within the non-government education sector.

The role contributes to the formulation of our union's industrial strategies and campaigns.

### **Key accountabilities include:**

1. Dealing with collective and individual industrial cases on a regular basis.
2. Undertaking/Leading enterprise bargaining, including negotiations, drafting enterprise agreements and preparing reports for members.
3. Advocacy in the Fair Work Commission on a wide range of matters.
4. Instructing Counsel for more complex matters in the Fair Work Commission, the Federal Circuit Court, and other tribunals.
5. Provision of advice to other union officers and members on a range of industrial issues and rights, including the interpretation of agreements and dispute handling.
6. Assisting in the general work of the union.
7. Providing support in the preparation and delivery of seminars on industrial issues and other employment related professional development activities.
8. Providing mentoring/professional development to less experienced team members and work colleagues.
9. Representing IEU on external committees and working parties.

### **Key challenges**

- Keeping up to date with changes and developments in state and federal employment, industrial and human resource management related laws.
- Balancing the expectations of IEU members against what is achievable in conflict situations.
- Providing union officers and IEU members with advice that is timely, accurate and industry relevant.

### **Key relationships and role dimensions**

Who	Why
<b>IEU Members</b>	<ul style="list-style-type: none"> <li>– Develop and maintain effective relationships.</li> <li>– Provision of accurate and timely advice.</li> <li>– Representation before industrial tribunals.</li> <li>– Dispute resolution and</li> <li>– Enterprise agreement negotiations</li> </ul>

<b>Industrial Coordinator and IEU Colleagues</b>	<ul style="list-style-type: none"> <li>– Advise and assist the IO Coordinator with industrial and employment matters.</li> <li>– Develop and maintain effective workplace relationships.</li> <li>– Collaborate on research of issues, exchange information and work with colleagues to provide advice and seek feedback.</li> </ul>
<b>Networks</b>	<ul style="list-style-type: none"> <li>– Develop and maintain effective relationships.</li> <li>– Maintain awareness of key issues to inform IEU industrial agendas and positions.</li> <li>– Keep informed of issues or updates in relevant professional area.</li> </ul>

### **Decision making**

- Accountable to Industrial Coordinator for delivery on assigned outcomes.
- Operate with degree of autonomy within the responsibilities of the role.

### **Reporting line**

The position reports to the Industrial Coordinator.

### **Direct Reports**

The position has no direct line management responsibilities. However, the position may be required to provide mentoring/supervision to less experienced team members and work colleagues.

### **Essential requirements**

1. Tertiary qualifications in industrial relations, law or an associated discipline.
2. Previous experience working in unions.
3. Detail-oriented proficiency with strong analytical, computational and problem solving skills.
4. Demonstrated ability to review and assess complex/technical documentation.
5. Demonstrated expertise in advocacy including preparing, presenting and arguing industrial issues in representing union members before the Fair Work Commission or other tribunals and courts.
6. Experience with instructing and supporting counsel in conduct of cases.
7. A high level of initiative, ability to self-manage and resolve complex matters.
8. Highly developed interpersonal and communication skills, particularly written, verbal, negotiation skills.
9. Thorough understanding of the federal industrial system and relevant legislation, including the *Fair Work Act 2009 (Cth)*.
10. Ability to work autonomously as well as collaboratively within a team environment.
11. Strong organisational skills with the ability to manage multiple tasks and deadlines in a dynamic, fast-paced environment.
12. Competency with Microsoft Office, including Excel and Word.
13. A commitment to unionism and/or social justice.

### **Desirable requirements**

1. A driver's licence is desirable.
2. Experience and/or understanding of issues affecting education unions in NSW and ACT.