

Position:	Industrial Officer
Classification:	Clerks – Private Sector Award 2019, Level 5
Location:	To be negotiated
Reports To:	Secretary or Secretary's nominee

POSITION OBJECTIVE:

To contribute to building the Retail and Fast Food Workers Union by:

- Handling the industrial enquiries of members;
- Advising members, delegates and officials on industrial issues;
- Representing and advocating for the union in meetings, tribunals and other fora;
- Supporting members in negotiating terms and conditions;
- and
- Implementing the campaigns of the Union.

TYPICAL DUTIES:

- Provide timely industrial advice to members, delegates and officials.
- Provide advice in person, by phone, email and by web-based applications.
- Interpret, analyse and apply industrial instruments, including policies, Awards, Agreements, contracts of employment and legislation pertaining to members.
- Prepare industrial documents, including dispute notifications, witness statements and submissions.
- Advocate for the union in various tribunals including the Fair Work Commission.
- Work with other staff to identify and develop campaigns, including proactively implementing those parts of the campaign relevant to the role.
- Carry out industrial research.
- Participate in, and support union leaders undertaking, Enterprise Agreement negotiations including with very large and/or complex national employers.
- Encourage and facilitate union members to be involved in union campaigns and activities.
- Participate in team meetings
- Communicate with members, both verbally and through written mediums, about the objectives, actions and progress of disputes, campaigns and other union activities.
- Prepare written briefs to management and other team members about industrial issues and other union activities.
- Participate in and support broader union activities.
- Other relevant duties as directed.

KEY SELECTION CRITERIA

1. Demonstrated ability to interpret industrial instruments and advise workers in relation to their industrial situation or entitlements, including by remote contact (phone, email, Skype, etc.)
2. Knowledge of industrial relations practices and principles. The ability to give considered industrial advice and represent workers in meetings with management representatives.

3. Demonstrated excellent ability to communicate in the written form, including formal letters, submissions, reports and email communications. Demonstrated competence using programs such as Microsoft Word, Excel, Outlook and PowerPoint.
4. Ability to work as part of a national team with very limited supervision. This will include a demonstrated ability to be self-motivated, prioritise complex tasks, effectively manage time and personal organisation.
5. Commitment to the principles of trade unionism and an understanding of the labour movement.

Desired Experience & Qualifications:

- An understanding of the Retail and Fast Food sectors
- Experience in collective action
- Legal and/or industrial relations qualifications
- A current driver's licence

Additional Information:

- The position presents a unique opportunity to engage in a wide variety of industrial work, including national negotiations, complex litigation, significant disputation, ground-breaking industrial campaigns and more. The Union will encourage and assist the Industrial Officer to identify areas in which they wish to develop and implement skills.
- The Retail and Fast Food Workers Union is a fighting union. Relevant to the role is that we look to secure the best outcome for members, including by way of direct and uncompromising advocacy and representation. Employers in the sector are accustomed to tame or complicit representation. Applicants should be aware that we conduct ourselves professionally, but irrespective of our attire we kick arse for the working class.
- The Retail and Fast Food Workers Union is an Equal Employment Opportunity employer.
- The position will include occasional work at night and on weekends. The wage for the work will either specifically identify limits on night and weekend work, or pay penalty rates on the Award rates. This will be agreed with the successful applicant prior to commencement. No employee of the Union will be paid less than they would earn under the relevant Award.
- Travel away from the usual work location involving being away overnights may be required.
- Travel to Melbourne for training on commencement may be required.
- In addition to addressing the Selection Criteria, applicants should provide a succinct Curriculum Vitae or Resume, including relevant work history.