

<b>Position:</b>	<b>Legal Officer</b>
<b>Classification:</b>	Equivalent of <i>Clerks – Private Sector Award 2020, Level 5</i>
<b>Location:</b>	To be negotiated
<b>Reports To:</b>	Secretary or Secretary's nominee

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**POSITION OBJECTIVE:**

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

- Developing and implementing the litigation strategy of the Union;
- Advising members, delegates and officials on industrial issues;
- Representing and advocating for the union in meetings, tribunals, courts and other fora;
- Supporting members in negotiating terms and conditions;
- Assisting with the industrial enquiries of members;
- and
- Participating in the implementation of the campaigns of the Union.

**TYPICAL DUTIES:**

- Providing accurate and up to date legal advice to officers, organisers and members of the Union taking into account the strategic priorities of RAFFWU;
- Preparing and filing applications, taking affidavits, providing advice and advocating for a range of mostly industrial matters including:
  - Dismissals;
  - General Protections Matters;
  - Enterprise Bargaining and bargaining related matters;
  - Disputes;
  - Underpayment of wages;
  - Discrimination and Harassment Claims; and
  - Applications in relation to Industrial Action.
- Representing the Union in courts and tribunals, including by instructing Counsel.
- Interpret, analyse and apply instruments, including policies, Awards, Agreements, contracts of employment and legislation pertaining to members and the Union.
- Identifying and providing advice on governance issues that impact on the Union, including compliance with relevant legislation.
- Provide advice in person, by phone, email and by web-based applications.
- Work with other staff to identify and develop campaigns, including proactively implementing those parts of the campaign relevant to the role.
- 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 and officials, both verbally and through written mediums, about the objectives, actions and progress of matters responsible to the role.
- Prepare written briefs to management and other team members about legal matters.
- Participate in and support broader union activities.
- Other relevant duties as directed.

## **KEY SELECTION CRITERIA**

1. Demonstrated ability to professionally implement a litigation strategy in a court.
2. Knowledge of industrial relations practices and principles. The ability to give considered industrial advice or legal advice.
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.

## **Essential Experience & Qualifications:**

- Relevant legal qualifications;
- Hold, or be eligible to hold, a practising certificate **without any supervision requirement** as a legal practitioner of a federal court or the supreme court of a state or territory;
- Sound knowledge of the Federal Court, Federal Circuit Court, Magistrates Court and Fair Work Commission processes, practices and policies and confidence in appearing in those jurisdictions in routine matters and instructing counsel in more complex matters;

## **Desired Experience & Qualifications:**

- Previous experience in the conduct of complex matters end to end;
- Post – admission experience in the areas of employment and industrial relations law;
- An understanding of the retail and fast food sectors; and
- Experience in collective action.

## **Additional Information:**

- The position presents a unique opportunity to engage in ground breaking litigation work. The Federal Court has found the Union acts in the national interest in its litigation and we take pride in our ability to hold employers to account. Beyond the litigation work there are opportunities to be involved in national negotiations, ground-breaking industrial campaigns and more. The Union will encourage and assist the Legal Officer to identify areas in which they wish to develop and implement skills.
- RAFFWU is an Equal Employment Opportunity employer.
- The position will include occasional work at night and on weekends. The wage for the work recognises this occasional expectation. No employee of the Union will be paid less than they would earn under the most equivalent Award.
- Travel away from the usual work location involving being away overnights may be required (such as during court sittings.)
- In addition to addressing the Selection Criteria, applicants should provide a succinct Curriculum Vitae or Resume, including relevant work history.