



# UNITED FIREFIGHTERS UNION OF AUSTRALIA.

## A.C.T. BRANCH

### Position Description

**Position Title:**

Industrial Officer / Organiser

**Branch:**

Australian Capital Territory

**Salary:**

Approx \$80,000 pro rata

**Award:**

Clerks Private Sector Award.

**Reporting to:**

Branch Secretary

**Employment Status:**

6 month fixed term with possible extension

**Position Objectives:**

To provide advice, representation and conduct organising activities for the United Firefighters Union ACT Branch in relation to industrial matters, workplace changes, workplace organisation and consultative processes affecting members.

To provide representation and assist the Secretary and the union's lawyers in case preparation and advocacy in relevant Federal tribunals, courts and other review forums to members on behalf of the UFUACT.

**Primary Duties:**

**Under the guidance and direction of the Branch Secretary**

1. Advise and assist UFUACT members in relation to the interpretation and application of awards, agreements, legislation and policies relevant to industrial relations and employment matters. This includes guidance, support, advice and representation of members in relation to work related disputes.
2. Contribute to the initiation, development and advice on relevant industrial relations policies, strategies and initiatives consistent with contemporary industrial relations principles and strategies of the UFUACT.
3. Research, analyse, assess and progress industrial relations and management related issues and policies consistent with the strategic direction of the UFUACT.
4. Contribute to and assist in the pursuit of industrial claims, including enterprise bargaining.
5. Assist in the preparation of complex submissions required for the delivery of advocacy and representative services before review organisations at industrial

tribunals and other forums including the Fair Work Commission and disciplinary tribunals. on behalf of members and/or the UFUATAS

6. Assist UFUACT representatives on workplace consultative committees in relation to issues arising under the enterprise agreement, uniforms, appliances, facilities and workplace changes.
7. Contribute to the provision of specialist industrial advice to the Branch Committee of Management (BCOM) on a broad range of industrial relations, employment, management related issues, programs and initiatives aimed at protecting the interest of the members
8. Undertake and manage designated projects as required, including programs/ initiatives, and regular reporting to the Branch Secretary.
9. Contribute to a team environment within the UFUACT
10. Contribute to internal and external union communication strategies including through use of email, social media, broadcast text and social media.
11. Contribute to office administration and coordination activities such as filing, membership reconciliation, conduct of meetings.

#### **Level of Responsibility:**

The position is critical with the incumbent a key player in the performance of the UFUACT in terms of furthering and protecting the interests of the members, its legal obligations, industrial climate and upholding of progressive trade unionism aims.

The incumbent is directly responsible and accountable to the Secretary for the completion of allocated work within agreed timeframes.

#### **Direction/Supervision Received:**

Guidance, direction and some supervision will be provided by the Secretary. Whilst the incumbent reports directly to and is accountable to the Secretary, the incumbent is expected to work independently exercising some degree of initiative. Being self-motivated to achieve set targets is an essential component of the position.

The parameters of all work are set by broad UFU objectives, policy, procedures and the registered rules of the United Firefighters Union of Australia  
<http://www.airc.gov.au/organisations/list/259v.htm>

### **Selection Criteria:**

1. Demonstrated highly developed communication (both written and oral), consultation, negotiation and conflict resolution skills with the ability to communicate and negotiate effectively at all levels.
2. Demonstrated advocacy skills and the ability to represent members effectively at various tribunals and directly with the employer.
3. Demonstrated ability to interpret and provide sound advice in relation to industrial awards agreements and legislation and issues arising from these. Well developed knowledge of current industrial relations trends and public sector employment practices.
4. Proven ability to manage competing work priorities and deadlines in a busy and complex professional environment.
5. Demonstrated problem solving skills, and the ability to work effectively both autonomously and as part of a team.
6. Excellent computer skills, proficiency in Microsoft Word and Excel is essential.
7. Commitment to the aims of progressive trade unionism and understanding of an organising approach.
8. Ability to maintain confidentiality in a union and political context

### **Essential Requirement:**

- *Current unrestricted driver's license and own motor vehicle for some travel*
- Satisfactory police prior criminal history clearance

### **Desirable Requirements:**

- *Qualifications in Industrial relations, law, business or other relevant tertiary qualification;*
- Experience in industrial relations, such as a union organiser, lead organiser, or industrial/research officer.
- An understanding of fire and rescue or other emergency services.

### **Working Environment:**

The office is a small office which is coordinated by the Secretary, which is a full-time position. We also employ a part time governance officer, and a part time book keeper. There is a high level of commitment to achieving excellent results for our small and committed membership, requiring that flexibility in approach and a results-based ethos.

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**APPROVED**

**Secretary**

**UNITED FIREFIGHTERS UNION OF AUSTRALIA – ACT BRANCH**

Date: 30 July 2018