

POSITION DESCRIPTION – Industrial Officer
AUSTRALIAN EDUCATION UNION VICTORIAN BRANCH

ROLE

The Industrial Officer works as part of the Industrial Workgroup. They work with other industrial officers, leadership and staff to advance and protect members' interests in industrial tribunals and similar settings

REPORTS TO

Branch Secretary

DUTIES

- Prepare cases and research them, including the processing and issuing of relevant documentation in accordance with the requirements of the relevant statutes
- Assist to maintain the Awards with which AEU deals in Victoria
- Undertake advocacy, including for members who have been terminated, or in proceedings related to teacher registration, in disputes arising out of disputes settlement clauses in agreements, and similar circumstances.
- Support for members and organisers involved in the workers' compensation system.
- Negotiate with employers, as required.
- Assist with the identification and development of policy concerning issues related to the union's industrial agenda/objectives.
- Monitor and maintain information on developments in the areas of industrial relations and employment law in both state and federal jurisdictions.
- Provide advice to the members of the union, staff, and to all levels of the union's decision-making structures.
- Assist with the design and conduct of union training in relation to employment conditions including legislated standards, awards and enterprise bargaining, teacher registration, and employment law.
- Advise on rules issues; coverage and related matters.
- Provide written reports, as required.
- Be alert to and alert the union to, opportunities to recruit and retain members arising in the course of industrial work.
- Perform other duties as required by the Branch Secretary.

SELECTION CRITERIA

ESSENTIAL:

- Demonstrated commitment to unionism
- An understanding of and commitment to public education
- Demonstrated skills and experience in advocacy and case preparation in industrial and similar tribunals
- Capacity to contribute to strategic industrial policy development in the education industry
- Knowledge of the Fair Work Act 2009 and other industrial and employment law, the operations of the Fair Work Commission, and the industrial jurisdiction of the Federal Court
- Experience in enterprise bargaining, particularly in the public sector
- Understanding of gender and employment issues as they apply to a union in which the majority of the members are women
- High level computer skills and knowledge including use of Word and Excel

HIGHLY DESIRABLE:

- Relevant tertiary qualifications
- Demonstrated skills and experience in handling and resolving members' workers compensation cases
- Minimum of five years' experience in a similar position