



NEW SOUTH WALES NURSES AND MIDWIVES' ASSOCIATION
AUSTRALIAN NURSING AND MIDWIFERY FEDERATION NEW SOUTH WALES BRANCH



POSITION DESCRIPTION

Position: Industrial Officer

Team: Member Rights Centre (MRC)

Reports to: Manager, MRC

Key relationships: Manager MRC, MRC team members, other Industrial Officers, Public Health Organising Team, Organising Private Hospitals and Aged Care Team, Professional Services Team, external providers such as barristers, solicitors and tribunal support staff

Hours of work: Full Time in accordance with the New South Wales Nurses and Midwives' Association (NSWNMA) and Australian Nursing and Midwifery Federation New South Wales Branch (ANMF NSW Branch) Employment Enterprise Agreement 2023

Salary range: Industrial Officer Level 1 - 5

Vision Statement

The NSWNMA and the ANMF NSW Branch is a strong, influential union of members respected as a contemporary leader in society for its innovation and achievements.

Our Values

The NSWNMA / ANMF NSW Branch conducts itself with **integrity** and **courage**, demonstrating **creative** and **innovative approaches**. The NSWNMA / ANMF NSW Branch will be an authoritative advocate on behalf of the nursing and midwifery professions, as well as for the community in advancing a world-class, well-funded, integrated health system, based on a clear and considered vision for the future.

The NSWNMA / ANMF NSW Branch will demonstrate **ethical** and **respectful behaviour** in its interactions with other organisations and society, whilst ensuring its own workplace is **cohesive**, **fair** and **dynamic**, embracing **collectivism** with shared union beliefs.

Position Overview:

To progress industrial relations matters as allocated by the Manager, MRC and including the provision of expert support, advice and representation to members and NSWNMA / ANMF NSW Branch union officers in the following broad areas:

- Application of industrial instruments
- Industrial advocacy in tribunals
- Industrial research, advice and negotiation
- General industrial research and advice to contribute to the achievement of the Association's strategic goals.

Key Responsibilities:

Application of Industrial Instruments

- Monitor the application of relevant instruments and investigating identified award breaches and initiating appropriate remedial action
- Assist other NSWNMA / ANMF NSW Branch staff with accurate application of instruments, and the resolution of disputes/grievances where referred to the industrial team
- Undertake research into instrument-related matters and preparing advice/recommendations to Association management or Branches where appropriate
- Undertake negotiations and Commission/tribunal advocacy to achieve resolution of award breaches, member grievances/dismissals, and variation of awards/agreements where appropriate and achievable
- Provide professional direction and leadership to other NSWNMA / ANMF NSW Branch staff and/or Branch Officials on industrial matters.

Industrial Advocacy

Undertake responsibility for the preparation and presentation of submissions in industrial tribunals including evidence/affidavits, as allocated, and where necessary in conjunction with Counsel, including:

- unfair dismissal claims
- award/agreement disputes, compliance/recovery matters, approval/certification of new instruments
- consent variations & test case award variations
- major industrial case matters
- ADB and HREOC conciliation matters.

Implementation of industrial negotiations and/or collective bargaining campaigns

- Develop and execute member research process for claim development
- develop and guide Organisers in carrying out process for member consultation, claim endorsement, feedback during bargaining period, member approval of proposed agreement/settlement
- Develop bargaining claims for allocated negotiations
- Where required, develop model claims
- Research and plan strategies aimed at achieving collective agreements
- Lead or participate in negotiations with employers (as allocated)

- Provide industrial advice to organising, campaign and communications officers to contribute to development of their campaign-related activities including participating in and advising internal campaign committees/groups and providing written material for Organisers where needed
- Provide written reports to members during bargaining process

General Industrial Research, Advice and Representation

- Provide thoroughly-researched quality reportage and professional advice to the formal bodies of the Association as required, for example Committee of Delegates, Annual Conference and Council meetings
- Provide high quality reportage to contribute to the communication of industrial matters to members e.g. General Secretary circulars, material for *The Lamp*
- Provide research, report writing and/or claim development on industrial issues, either award/agreement-specific or of general application
- Apply an excellent standard of written and oral communication in all dealings with industrial parties
- Represent the Association in external forums where required e.g. Unions NSW meetings/committees, Conferences
- Represent the Association in various NSWNMA member forums where required e.g. member educational seminars
- Assist the Manager, MRC by contributing to the development of the NSWNMA / ANMF NSW Branch's broad industrial policy and strategic industrial priorities as required
- Assume responsibility for development and implementation of union policy or negotiations in specialised industrial areas where allocated e.g. superannuation, injured nurses, collective bargaining in a particular industry sector
- Participate in industrial team activities
- Refer matters requiring attention to the team manager.

Selection Criteria:

Essential:

- Demonstrated commitment to the trade union movement
- Commitment to strive for the advancement of nurses and the nursing profession
- Thorough working knowledge of contemporary industrial relations legislation and practices

- Specific knowledge and preferably experience in the negotiation of collective agreements
- Specific knowledge and experience in the negotiation and tribunal advocacy of individual member and award/agreement compliance matters
- Understanding of industrial tribunal protocols
- Developed negotiation, advocacy and representation skills
- Experience in program/project development, implementation and evaluation ability including skills such as co-ordination, highly-developed consultation skills
- High level of initiative and ability to self-manage
- Ability to manage a range of complex issues/matters simultaneously, prioritise work
- Ability to exercise accurate and high level judgment about industrial issues, including those with union-wide sensitivity or implications, commensurate with level of experience in the role
- Ability to operate and deliver outcomes in a political environment
- Excellent written and oral communication skills
- High level of industrial research and analytical skills
- Flexibility to adapt to high pressure situations and meet tight deadlines under pressure
- Ability to provide professional leadership and direction to Organisers on industrial issues
- Ability to participate effectively as a member of a team
- Word processing and typing capacity to a level of reasonable self-sufficiency and working knowledge of Word, email and Excel (where required) programs, internet searching
- Ability to relate effectively with members/delegates/potential members, and employers/employer representatives
- Current driver's licence (class 1A).

Relevant tertiary education:

A degree including industrial relations, or alternatively arts, law or other broad social sciences discipline is relevant. An alternative is an extensive number of years experience working directly in the specialist IR field, most likely augmented by diploma or continuing education-level studies in IR.

Additional:

- Experience in related fields such as work as an Organiser, Industrial Research Officer or Employment/IR Lawyer is an additional benefit but not a requirement
- Prior working experience in the trade union movement is an additional benefit but not a requirement.

I have read and understand the requirements of this position. I agree to undertake the responsibilities as set out in the position description.

Employee's signature:

Date:
