



Offices in Toowoomba, Bundaberg, Darwin, Sunshine Coast and Townsville

Registered office  
346 Turbot Street  
SPRING HILL QLD 4000

[www.ieuqnt.org.au](http://www.ieuqnt.org.au)  
Email: [enquiries@ieuqnt.org.au](mailto:enquiries@ieuqnt.org.au)

All correspondence to:  
PO Box 418  
FORTITUDE VALLEY QLD 4006  
Telephone (07)3839 7020  
Facsimile: (07) 3839 7021  
Freecall 1800 177 937 QLD  
Freecall 1800 351 996 NT

## CLERICAL OFFICER - LEVEL 3

### POSITION DESCRIPTION

### Position details

<b>Position term:</b> Continuing	<b>Closing date:</b> 4pm, Monday 8 March 2021
<b>Position status:</b> Full-time	<b>Email applications to:</b> Human Resources Officer <a href="mailto:mcampanini@ieuqnt.org.au">mcampanini@ieuqnt.org.au</a>
<b>Position location:</b> Brisbane	A current driver's licence is required.

### Role purpose

The position of Clerical Officer – Level 3 at the IEU-QNT involves the provision of administrative support to designated Union Officers.

This administrative support underpins the work of our Union Officers and is essential to the daily operations of our organisation. Therefore, the position requires precise, efficient, and high-level administrative skills.

The position requires engagement with union officers to ensure accurate and timely completion of tasks. The provision of information to members both on the phone and in written correspondence is also required.

An IEU-QNT Clerical Officer is required to work as part of a dynamic team to action the tasks associated with the continuous workflow of our Union.

The work of our clerical team in supporting our union officers ensures that we are well placed to develop our union as a strong and effective voice for employees in non-government schools.

### Reporting relationships

The Level 3 Clerical Officer is immediately responsible to a designated elected Assistant Secretary and ultimately responsible to the Branch Secretary.

## **Duties and Responsibilities**

In this role your duties will include:

- Providing administrative support to Union Officers.
- Data entry and processing.
- Receiving telephone calls.
- Working in close collaboration on shared tasks/projects with Organisers, Industrial Officers, and the Senior Industrial Officer.

A detailed and comprehensive position description will be provided on commencement.

## **Selection Criteria**

Your application should specify your relevant qualifications and background and then address the following selection criteria:

1. High level knowledge with practical demonstration of Microsoft software including Word, Excel, Outlook and PowerPoint and the ability to quickly become proficient in internal systems.
2. Demonstrated experience in office administration including filing, meeting support, arranging travel, and providing assistance to others.
3. Ability to prioritise workflow, meet deadlines and deliver required outcomes.
4. Excellent organisational skills and the ability to use judgement and initiative as needed to produce required results.
5. A high degree of interpersonal and communication skills.
6. Proven ability to work as part of a team.
7. Appreciation of union principles.

Training and on-going support will be provided.

## **Additional information**

- Our union is committed to providing on-going professional development and training for its employees.
- Our union promotes a non-smoking lifestyle.
- Further information in relation to our union may be obtained from our website [www.ieuqnt.org.au](http://www.ieuqnt.org.au).

## **CLERICAL OFFICER - LEVEL 3**

### **SALARY STRUCTURE AND CONDITIONS**

1. The position is classified under the IEUA-QNT Clerical Staff Collective Agreement (2019) and all conditions of employment are contained in that document.
2. This position is designated in the range Level 3 Step 1 to Level 3 Step 4 of the Clerical Wage Scale \$65,577 - \$72,869 p.a.
3. Appointment to a salary level will be made based on qualifications and experience.
4. Other Conditions:

(a) Recreational Leave	4 weeks per annum
(b) Personal Leave	15 days per year
(c) Bereavement Leave	3-5 days depending on circumstances
(d) Carer's Leave	As per National Employment Standards
(e) Clerical Leave	9 days per year
(f) Superannuation	12% SGC paid by our union. Additional employer contribution is based on an employee co-contribution.