



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

## INDUSTRIAL SERVICES OFFICERS POSITION DESCRIPTION

### Position details

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| <b>Position term:</b> 2 x Continuing<br>1 x Fixed Term | <b>Closing date:</b> 4pm – Mon 5 December 2022   |
| <b>Position status:</b> Full-time                      | A current driver's licence is required.  |
| <b>Position location:</b> Brisbane                     | <b>Email applications to:</b><br>Human Resources Officer<br><a href="mailto:mcampanini@ieuqnt.org.au">mcampanini@ieuqnt.org.au</a> |

### Role purpose

In a changing industrial environment, our union is prepared to adopt flexible approaches to maintain its relevance and promote member activism in response to workplace and individual member issues.

The Industrial Services Officer will complement the work of Organisers in that the Industrial Services Officer will engage with Members initially by taking member enquiries via telephone and email and consequently deal with a range of workplace and individual issues which do not have an organising and recruitment opportunity.

The positions will commence no later than late January 2023.

### Reporting relationships

The Industrial Services Officers will be immediately responsible to an Industrial Officer and ultimately responsible to the Branch Secretary.

### Duties and Responsibilities

In this role you will:

Engage with Members initially by responding to telephone and email enquiries regarding individual workplace issues.

Provide specific support to members in the development of appropriate responses to individual and workplace issues.

Duties will include but are not limited to:

- Providing specific advice and support to members in the development of appropriate responses to individual and workplace issues.
- Representing members in negotiations with management including collective bargaining negotiations.
- Preparing for and conducting, as appropriate, matters in the relevant Tribunal.
- Providing industrial advice and support to officers in organising and industrial campaigns with specific reference to legislative provisions and requirements.
- Overseeing the development and maintenance of the documentation associated with the process of collective bargaining.
- Developing appropriate position papers and negotiating positions for consideration.

## **Selection Criteria**

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

1. Capacity to develop considered responses on individual and workplace issues.
2. Effective communication, research, and reporting skills.
3. Knowledge of current educational and industrial relations issues.
4. Capacity to contribute as an effective member of a work team.
5. Appreciation of union values.

A relevant tertiary qualification in law/industrial relations is required.

Training and on-going support will be provided. The potential to develop the above skills and abilities with training will be taken into consideration.

## **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).

## INDUSTRIAL SERVICES OFFICERS SALARY STRUCTURE AND CONDITIONS

1. These positions are classified under the IEUA-QNT Officer Collective Agreement (2020) and all conditions of employment are contained in that document.
2. These positions are designated in the range Graduate Level 1 to Level 1 Step 4 of the Officers' Scale \$69,994 - \$91,160 p.a.
3. Appointment to a salary level will be made based on qualifications and experience.
4. Graduate appointment is within the range \$69,994 - \$79,097 p.a.
5. Two positions are continuing and are subject to the successful completion of a six-month probationary period.
6. One position is a fixed-term appointment, concluding December 2023
7. Other Conditions:

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|------------------------|--|
| (a) Recreational Leave | 6 weeks per annum  |
| (b) Personal Leave     | 10 days per year, plus 5 days on initial appointment   |
| (c) Bereavement Leave  | 3-5 days depending on circumstances  |
| (d) Carer's Leave      | As per National Employment Standards   |
| (e) Time off in Lieu   | 6 days per year (non-cumulative)   |
| (f) Superannuation     | SGC enhanced to 12% by our union.<br>Additional employer contribution is based on an employee co-contribution. |
| (g) Mobile telephone   | A mobile phone will be provided for business use consistent with union guidelines.                             |
| (h) Car allowance      | A kilometrage is paid where appropriate  |
| (i) Motor Vehicle      | A vehicle for a work-related use will be made available when required.   |