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CLERICAL OFFICER – LEVEL 4

CLERICAL AND EVENTS AND ACTIVITIES

POSITION DETAILS

Position details.

Position term: Continuing	Closing date: 4pm – FRI 14 NOV 2025
Position status: Full-time	Email applications to: Human Resources Officer mcampanini@ieuqnt.org.au
Position location: Brisbane	

Role purpose

The role of the Clerical Officer – Clerical and Events and Activities -Level 4, is to co-ordinate the events and activities of our Union with the support of the clerical team and specific Union Officers.

In this role you will also be required to work alongside clerical team members and undertake a range of clerical duties as required of a clerical officer.

As the clerical officer – clerical and events and activities, you will be the contact point for event and activities external stakeholders, union member, union officers and clerical team members, so your co-ordination, communication and collaboration skills should be excellent.

You should also be able to act proactively to ensure well-co-ordinated and organised events and activities through effective collaboration.

Reporting relationships

The Clerical Officer– Clerical and Events and Activities– Level 4, is immediately responsible to an Assistant Secretary and ultimately to the Branch Secretary.

Duties and Responsibilities

In this role your duties will include:

- Event and activities co-ordination and liaison.
- Providing administrative support to Union Officers.
- Contributing to the operational practices of our Union.
- General clerical duties as required of a clerical team member.

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. Proven work experience in event/activity organisation and co-ordination and administrative support in a clerical role.
2. High level knowledge with practical experience in the use of the Microsoft Office 365 suite and contemporary electronic communications and administrative platforms.
3. A high degree of interpersonal and communication skills.
4. Ability to prioritise workflow.
5. Appreciation of union values.

Training and on-going support will be provided.

Additional information

- Certification in the Microsoft 365 software packages is highly desirable.
- Competency in electronic communication and administrative platforms is essential.
- Relevant post- secondary qualifications may be appropriate but are not essential.
- 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.

<p style="text-align: center;">CLERICAL OFFICER – EVENTS AND ACTIVITIES SALARY STRUCTURE AND CONDITIONS</p>

1. The position is classified under the IEUA-QNT Clerical Staff Collective Agreement 2024. and all conditions of employment are contained in that document.
2. This position is designated in the range Level 4 Step 1 (\$86,292 pa.) to Level 4 Step 4 (\$94,779) of the Clerical Wage Scale. A 3% increase will apply as of 27 April 2026.
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	12.75% including SGC paid by our union. Additional employer contribution is based on an employee co-contribution.