



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

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CLERICAL OFFICER - LEVEL 3

POSITION DESCRIPTION

Position details

Position term: Continuing	Closing date: 4pm, Friday 14 November 2025
Position status: Full-time	Email applications to: Maria Campanini Human Resources Officer mcampanini@ieuqnt.org.au
Position location: 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 the Clerical Team Leader and ultimately responsible to the Branch Secretary or an Assistant Secretary as delegated.

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 Level 4 Clerical Officers, Organisers, Industrial Services Officers and Industrial Officers.

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 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. Proven ability to work as part of a team.
6. Appreciation of union values.

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.

CLERICAL OFFICER - LEVEL 3

SALARY STRUCTURE AND CONDITIONS

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 3 Step 1 to Level 3 Step 4 of the Clerical Wage Scale \$76,381 - \$84,875 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	12.75% SGC paid by our union in addition to gross wage. Additional employer contribution is based on an employee co-contribution.