

Industrial Officer/Organiser

The Victorian Mining & Energy Division of the CFMMEU is seeking a high calibre individual, with leadership potential, who is looking to pursue a rewarding career as a Union Industrial Officer/Organiser. The position is based in Morwell, in the Latrobe Valley. The position will be offered on a 12-month Fixed-Term basis, with potential for permanent employment upon review at the end of the Fixed-Term.

Salary:

Commensurate with qualifications and experience a salary range of \$100,000 to \$122,129 p.a. will be offered, including 5 weeks annual leave, 12% superannuation, staff accident/illness insurance and the use of union vehicle for work purposes. A mobile phone and laptop will also be provided.

Hours of Work:

Nominally 72 hours per fortnight on weekdays between the hours of 8:30am to 5:00pm, with one rostered day off per fortnight; however, you will be expected to work outside of these hours at various times. Up to 15% overtime is built into the salary after which penalty rates will apply.

About our Union

We are a diverse and progressive union improving the lives of workers within the coal mining and electricity generation sectors within Victoria. Our members work in Open Cut Brown Coal Mines, Coal fired power stations, Gas power stations and Hydroelectric generation. The people whom we represent are amongst the highest paid workers in Australia but operate in a challenging environment threatened by climate change policy.

Key Responsibilities

- Prepare and implement plans and strategies to recruit members in all areas of the Victorian District coverage.
- Advising members both verbally and in writing of their rights and obligations under industrial law and industrial instruments.
- Representing members in cases before courts and tribunals including preparation of claims, evidence, and advocacy.
- Drafting documents including claims and applications, statements, and enterprise agreements.
- Participate in enterprise bargaining negotiations and ensure compliance with the legislative regime in all aspects of the bargaining process.

- Representing members and the union in collective and individual meetings with employers and peak bodies.
- Preparing communication for members and workers in relation to the union's industrial activities and responding to media when required.
- Contributing as a team member towards our union's operation and the District Executive goals of servicing our members.
- Researching industrial matters to ensure that members' cases and the union's strategy is effectively utilising the industrial landscape.
- Supporting our democratic processes, including our CFMMEU Lodge structures and the appropriate inclusion of members in discussions.

Key Selection Criteria:

- Willingness to participate in the union's political and social justice agenda through lobbying employers, government, regulators, and other peak bodies.
- Practical industrial relations experience.
- Experience negotiating within an Industrial Relations environment, including negotiating Enterprise Agreements and member disciplinary matters.
- Knowledge of relevant employment legislation, awards, and agreements.
- Ability to influence and win support for alternative propositions put to employers.
- Ability to strategically analyse and solve problems for the benefit of members.
- Ability to communicate effectively at mass meetings to influence and win support from members.
- Able to use a smart phone and computer systems, especially MS Word, Excel, and email.
- Willingness to travel at times, including overnight, when necessary.
- Ability to work harmoniously as part of a small team, or independently as an individual, without direct supervision.
- Qualifications in human resources management, industrial relations or similar would be highly regarded.

- A strong desire to progress your career further within the Union leadership structure.
- A willingness to undertake formal training, complete assignments and be mentored for career progression.

Additional Information:

To be considered for the role applicants are required to address in writing the key selection criteria outlined, by submitting a cover letter with your resume to:

Geoff Dyke, Secretary,
CFMMEU M&E Vic
Email: gdyke@cfmeuvic.org.au

Applications close: 30 September 2021