

Queensland Together, Branch of the Australian Services Union Position Description and Selection Criteria

Job Title:	Industrial Officer (Collective)
Centre:	Brisbane
Classification:	AO5 – AO7 (Gross Salary Range \$4088.83 – \$5628.85 per fortnight)
Employment Status:	Full-time

Purpose

To contribute to building a stronger Union by:

- Leading and supporting collective bargaining negotiations to secure fair wages, safe conditions, and improved workplace rights for members.
- Representing members in enterprise bargaining, consultative forums, and dispute resolution processes.
- Providing industrial advice and representation in both individual and collective matters.
- Building delegate and member activism, confidence, and industrial knowledge through collective campaigns and direct advocacy.
- Contributing to and demonstrating a positive union experience for members through transparent, member-led advocacy.
- Working collaboratively with Industrial Officers, Social Workers, Industrial Support Officers, and the Legal Officer within the Representation, Engagement and Community Organising team to deliver integrated advocacy and support.

Organisational Environment

Together is an organising union with members employed in the Queensland Public Sector, Queensland Health, private health, pathology, and private sector administration.

This role is part of a dedicated team of industrial staff who primarily assist in the delivery of the union's industrial advice and assistance to members, including through representation with employers and in appearances at Tribunals.

The Industrial Officer (Collective) brings specialist skills in collective bargaining and negotiation, while also supporting case management and advocacy, to advance members' interests in workplaces and sectors.

Industrial Officer (Collective) provides advice and representation to Together members and, where required, contribute to case management processes. They work collaboratively with delegates and union staff to take up collective industrial matters and lead negotiations that strengthen union campaigns and membership growth.

The Representation, Engagement and Community Organising Team

The Representation, Engagement and Community Organising team is a multidisciplinary team within Together. It brings together Industrial Officers, Social Workers, Industrial Support

Officers, Industrial Officer (Collective), and a Legal Officer to deliver collaborative advocacy and support to members.

Because of the sensitive and sometimes confronting nature of members' experiences, including accounts of bullying, sexual harassment, workplace injury, and mental health crises, staff in this team may be exposed to vicarious trauma. Together acknowledges this risk and provides structured reflective practice, supervision, and professional development to support the wellbeing and sustainability of our staff.

Reporting Relationships

The Industrial Officer (Collective) reports to the Industrial Director of the Representation, Engagement and Community Organising team and has no direct reports.

Duties

- Lead and participate in collective bargaining negotiations to secure improvements in wages, conditions, and workplace practices.
- Represent members and the union in consultative forums, industrial tribunals, and dispute resolution processes.
- Support and mentor delegates and members in bargaining campaigns by developing strategies, resources, and communications that increase participation and build union power.
- Provide accurate and timely industrial advice and assistance to members, on both individual issues and collective matters.
- Represent members in tribunals, at agency meetings, and in dispute resolution conferences.
- Analyse industrial instruments, policies, directives, and legislation to identify opportunities for member and collective improvement.
- Develop and draft claims, submissions, and bargaining materials that reflect member priorities and union policy.
- Communicate sensitively and positively with members about negotiation progress, outcomes, and strategies, as well as wider union activities.
- Maintain clear and accurate records of bargaining, disputes, and casework using the Union's CRM, AI tools, and other systems.
- Identify systemic industrial issues and escalate them for campaign or policy development.
- Prepare written briefs for union staff about bargaining and industrial issues to support cross-union professional development.

- Actively participate in and contribute to the professional development of industrial staff and delegates.
- Participate in and support broader union campaigns and activities.

Financial Delegations

- Nil.

Key Selection Criteria

1. Demonstrated track record in negotiating agreements and resolving disputes, achieving measurable improvements in pay or conditions.
2. Proven success negotiating IR/ER outcomes and working in consultative settings, including forums, to secure improvements.
3. Knowledge of, or ability to quickly acquire knowledge of, contemporary HR/IR legislation, directives, and policy frameworks, preferably within the Queensland public sector.
4. Demonstrated ability to work autonomously, prioritising complex tasks to deliver timely, high-quality outcomes with minimal supervision.
5. Demonstrated alignment with union values, member-led advocacy, and collective action to improve workplace outcomes.
6. Demonstrated resilience and organisational discipline to manage urgent instructions and shifting priorities without compromising quality.

Mandatory Requirements

- Applicants must be able to satisfy the requirements of Section 513 of the Fair Work Act 2009 to gain a Right of Entry.
- A proven commitment to unionism.
- Open class “C” driving licence is essential.

Additional Information

- Together is an Equal Employment Opportunity Employer.
- Smoking is prohibited in all Together buildings and vehicles.
- Progression arrangements to AO6 and AO7 exist within the Union for industrial staff. At commencement, successful applicants may seek to negotiate commencement rates.
- The position may require some work after hours or on weekends.
- Travel away from the Brisbane office may be required, including being away overnight/s.
- In addition to addressing the Selection Criteria, applicants should provide a succinct Curriculum Vitae or Resume, including relevant work history.

Applicants are requested to forward, preferably one application, to:

Alex Scott, Branch Secretary
Via email jobs@together.org.au

Exposure to Vicarious Trauma

In this role, you are not expected to directly experience traumatic events. However, you may be exposed to vicarious trauma through discussions and interviews involving sensitive subjects such as domestic and family violence, deaths in custody, occupational violence, and related matters.

To support your well-being, we have established comprehensive physical and psychosocial safety measures across all workplaces. These include strategies to manage the risks associated with exposure to traumatic events and vicarious trauma. We are committed to providing support and resources for employees affected by their work.

We encourage you to reflect on the potential impact of this exposure on your personal resilience and coping strategies. Ensuring that you have effective support mechanisms in place will be essential in sustaining your ability to work in environments where sensitive and potentially distressing matters are discussed.