

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

Job Title:	Legal Officer
Centre:	Brisbane
Classification:	A07 (Gross Salary Range \$5,249.50 – \$5,628.85 per fortnight)
Employment Status:	Full-time

Purpose

To contribute to the building of a stronger Union by:

- Providing accurate, timely, and pragmatic legal and industrial advice to Together and its members.
- Representing members and the Union in hearings, arbitrations, tribunals, and employer meetings.
- Preparing and managing legal and industrial matters to conclusion in accordance with procedural, evidentiary, and strategic requirements.
- Supporting members' rights through collective and individual industrial strategies, legal analysis, and advocacy.
- Contributing to and demonstrating a positive union experience for members.
- Working collaboratively with Industrial Officers, Social Workers, and Industrial Support Officers in delivering integrated representation and advocacy.

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 Legal Officer brings specialist legal expertise while also undertaking industrial officer work, particularly in collective and tribunal matters, to ensure the union has flexible and effective representation across a wide range of forums.

Legal officers provide legal and industrial advice to Together members and, where required, apply case management methodology in assisting members. They work collaboratively with delegates and union staff to take up collective industrial matters and participate in wider union activities to build both membership and strength in union campaigns.

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, a 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 Legal Officer reports to the Industrial Director of the Representation, Engagement and Community Organising team and has no direct reports.

Duties

- Advocate for members and the Union by delivering compelling submissions in tribunals, arbitrations, hearings, and employer meetings.
- Conduct structured witness examination and cross-examination, testing credibility and reliability effectively.
- Draft accurate and comprehensive witness statements, affidavits, pleadings, and submissions that comply with evidentiary and procedural requirements.
- Provide legal and industrial advice on individual and collective matters, including risk assessments and options aligned with union strategy.
- Manage end-to-end preparation of cases, including pleadings, evidence bundles, chronologies, and authorities, ensuring compliance with practice directions and deadlines.
- Contribute to collective bargaining and collective industrial campaigns, including drafting claims, analysing agreements, and supporting negotiations.
- Represent members in agency-level meetings, interviews, and other industrial forums, not limited to legal proceedings.
- Work collaboratively with Industrial Officers and other staff to integrate legal and industrial strategies that strengthen collective action.
- Maintain clear and accurate records using the Union's CRM, AI tools, and case management systems.
- Actively participate in reflective practice, professional development, and cross-union training.
- Contribute to broader union campaigns and activities as required.

Financial Delegations

- Nil.

Key Selection Criteria

1. Proven experience advocating in hearings by delivering succinct and compelling verbal submissions.
2. Demonstrated competence in witness examination and cross-examination, including developing structured question plans to test credibility and reliability.
3. Demonstrated ability to draft comprehensive, accurate witness statements/affidavits that comply with procedural rules and evidentiary requirements.
4. Proven ability to manage end-to-end case preparation (pleadings, evidence bundles, chronologies, authorities) in accordance with practice directions and deadlines.
5. Demonstrated resilience and organisational discipline to manage urgent instructions and shifting priorities without compromising quality.
6. Ability to produce clear, pragmatic legal and industrial advice on individual and collective IR/HR matters, including risk assessments and options that align with union strategy.
7. Commitment and capacity to contribute to collective bargaining and collective industrial campaigns.
8. Demonstrated ability to directly engage with members, managing both individual and collective issues with a focus on building confidence, participation, and union strength.

Mandatory Requirements

- Eligible for, or admitted as, a legal practitioner in Queensland.
- 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.
- An open class “c” driving license is essential.

Additional Information

- Together is an Equal Employment Opportunity Employer.
- Smoking is prohibited in all Together buildings and vehicles.
- 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
PO Box 3272
South Brisbane QLD 4101
Or 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.