

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	District Organiser
<b>ORGANISATIONAL TEAM</b>	Southern District – Brisbane Organiser Northern District – Townsville & Mt Isa Organiser Far Northern District – Cairns Organiser
<b>LOCATION</b>	Based in advertised location but will be required to perform work as directed by the Branch Secretary and Southern District Secretary
<b>REPORTING TO (ROLE)</b>	Relevant District Secretary
<b>WORKING CONDITIONS</b>	<ul style="list-style-type: none"> <li>• Regular 'out of hours' work required</li> <li>• Must have a current driver's licence</li> <li>• Required to maintain Right of Entry (ROE) permits under the relevant Federal and Queensland Acts.</li> <li>• Appropriate training will be provided</li> </ul>
<b>OBJECTIVES</b>	<ul style="list-style-type: none"> <li>• You will support the Australian Workers' Union to become the most modern, sophisticated and member- centric industrial and political campaigning organisation that will continue to fight for a more progressive Australia.</li> <li>• You will develop and work with strong and engaged workplace representatives as well as other passionate, accountable and effective union staff, utilising modern campaign tools, to assist members in gaining and exercising power in their workplaces, industries and communities.</li> <li>• You will plan campaigns that grow the AWU's strength in order to lead our industries so that our members can enjoy better lives.</li> </ul>
<b>KEY RESPONSIBILITIES</b>	<p><u>Membership</u></p> <ul style="list-style-type: none"> <li>• Identifying strategic growth targets within your relevant industries and allocated workplaces.</li> <li>• Developing and implementing workplace plans to grow membership and strength in existing and potential sites.</li> <li>• Continually mapping allocated workplaces and updating membership details to measure and increase membership density and activism.</li> <li>• Developing and maintaining an active union presence at allocated workplaces.</li> </ul> <p><u>Delegates</u></p> <ul style="list-style-type: none"> <li>• Identifying and recruiting delegates/activists.</li> <li>• Developing roles for delegates/activists in workplaces.</li> <li>• Facilitating the training and coaching of delegates/activists for their roles and following further on their job skill</li> </ul>

	<p>development.</p> <ul style="list-style-type: none"> <li>• Organising activists.</li> <li>• Encouraging delegates/activists at the workplace to become involved in the decision making process and to collectively resolve problems, disputes and grievances.</li> </ul> <p><u>Bargaining</u></p> <ul style="list-style-type: none"> <li>• Understanding and interpreting awards, agreements and relevant industrial legislation.</li> <li>• Measuring enterprise agreements against industry standards and identifying enterprise agreement deficiencies.</li> <li>• Maintaining a knowledge of your responsible industries and allocated workplaces, and the market conditions affecting them.</li> <li>• Developing and implementing bargaining plans.</li> <li>• Coordinate and monitor the negotiation of enterprise agreements to ensure improved wages and conditions for members.</li> </ul> <p><u>Campaigning</u></p> <ul style="list-style-type: none"> <li>• Working with delegates/activists, officials and organisers to implement industry and union-wide campaigns.</li> </ul> <p><u>Grievances/Disputes/Safety</u></p> <ul style="list-style-type: none"> <li>• Working with delegates/activists, HSRs and AWU support staff (Industrial) to develop and execute plans to manage workplace disputes, membership grievances, and increase OHS standards.</li> <li>• Representing the AWU and its members in various Industrial Commissions.</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>• Participating in Branch activities and training.</li> <li>• Undertaking tasks as directed by the relevant District Secretary and Branch Secretary from time to time.</li> </ul>
<p><b>KEY RESULT AREAS</b></p>	<p><u>Membership</u></p> <ul style="list-style-type: none"> <li>• Mapping workplaces / industry at agreed frequencies.</li> <li>• Delivering the unions' growth objectives through recruiting new members / retaining members.</li> <li>• Ensuring membership details are recorded / updated in the membership system accurately, and in a timely manner.</li> </ul> <p><u>Delegates</u></p> <ul style="list-style-type: none"> <li>• Training delegates <ul style="list-style-type: none"> <li>– Identifying delegates/activists</li> <li>– Booking delegates into training</li> <li>– Following-up training needs in workplaces</li> </ul> </li> <li>• Ability to develop and support delegates and activists.</li> </ul>

	<p><u>Bargaining</u></p> <ul style="list-style-type: none"> <li>• Developing and implementing bargaining plans.</li> <li>• Ability to successfully facilitate worker meetings to achieve planned objectives.</li> <li>• Negotiating positive and beneficial enterprise agreements for members.</li> </ul> <p><u>Campaigning</u></p> <ul style="list-style-type: none"> <li>• Capacity to develop, plan and deliver on campaign objectives in a timely manner and in accordance with AWU philosophy.</li> </ul> <p><u>Grievances/Disputes/Safety</u></p> <ul style="list-style-type: none"> <li>• Advocacy before State and Federal Commissions to agreed level (conciliations/conferences or higher where agreed and trained to).</li> <li>• Preparation of materials for filing in courts and tribunals.</li> <li>• Responding to member grievances and enquiries in a timely manner.</li> <li>• Establishing processes to prevent unfair treatment of workers and unsafe working conditions.</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>• Acting in accordance with the rules of the Union at all times.</li> <li>• Promoting the values, principles and policies of the AWU.</li> </ul>
<b>KEY RELATIONSHIPS</b>	<p><u>Internal</u></p> <ul style="list-style-type: none"> <li>• AWU members / potential AWU members</li> <li>• Branch Secretary</li> <li>• Relevant District Secretary</li> <li>• Organisers / Membership Officers / Industrial Advocates / Campaign Officers</li> </ul> <p><u>External</u></p> <ul style="list-style-type: none"> <li>• Employers</li> <li>• Non-AWU members</li> <li>• Other unions</li> <li>• Australian Industrial Relations System</li> </ul>
<b>KEY COMPETENCIES</b>	<p><u>Experience/Qualifications</u></p> <ul style="list-style-type: none"> <li>• A relevant employment history in the Industrial Relations field or union movement, including previous experience as a delegate or workplace activist.</li> <li>• Experience in negotiation, dispute resolution and grievance handling.</li> <li>• Experience in collective bargaining.</li> <li>• Capacity to obtain Right of Entry (ROE) Permits (Fit and Proper)</li> <li>• Current driver's licence.</li> </ul>

### Knowledge

- Knowledge of the AWU.
- Knowledge of union operations.
- Knowledge of the Australian Industrial Relations system.

### Skills

- Excellent time management and organisation skills.
- High level organising and/or campaigning skills.
- Excellent communication and interpersonal skills.
- Research skills appropriate to the job.
- Computer literate and ability to utilise relevant technology tools.

### Attributes/Behaviours

- Able to demonstrate initiative.
- Results oriented.
- Capacity to work consistently under pressure and to meet deadlines.
- Can lead, motivate and educate others.
- Demonstrated capacity to work well with others in a team environment.
- Commitment to and passion for the values of the Australian union movement.