

JOB DESCRIPTION FORM

Section 1 - Office Identification

Organisation CPSU/CSA	Classification	Effective Date of Document: 19 March 2018
	L6	Office No: 008-010
Division Organising	Title Lead Organiser	
Salaries Agreement/Award CPSU-CSA Staff Agreement 2014		

Section 2 - Reporting Relationships

Title Coordinator of Organising Classification: 7	Other Offices Reporting directly to this office. Title and Classification: Lead Organisers 3 Administrative Assistant 1 Administrative Assistant, Scheduling 1
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Offices under direct responsibility		
Title:	Classification	No's
Organiser	L3/4/5	5-6
Industrial Officer – Organising Division	L4/5	1

Section 3 - Key Responsibilities

State BRIEFLY the key responsibilities or prime function of the job.

<p>Lead Organiser's play a key role at the CPSU/CSA by developing, supporting and managing staff within their team. As Leaders in the workplace, they are expected to be a role model in the application of Organising skills, theory and workplace behavior, industrial knowledge and issue resolution techniques to get outcomes for members.</p> <p>Through structured planning and review, Lead Organisers are expected to allocate tasks, develop strategies, communicate the Union Strategic goals and provide feedback which will assist the development of their team members.</p> <p>Lead Organisers are responsible for the outcomes of their team and will be involved in resolving critical issues, building and maintaining relationships with key stakeholders and developing Organising strategies to achieve the goals of the Union.</p>
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STATEMENT OF DUTIES		Effective Date of Document: 19 March 2018
Title: Lead Organiser	Classification: Level 6	Office No: 008-010

Section 4: CONTEXT AND SCOPE

The Community & Public Sector Union SPSF Group (WA Branch)/Civil Service Association of WA (Inc) (CPSU/CSA is the State Public Sector Union of WA).

Our Vision:

Our vision is a fair and just society built through the provision of quality public services.

Our Mission:

We are a union of workers organising to win better jobs, stronger communities, an inclusive fairer society and a sustainable future.

Our Values:

Union Values	Public Service Values	Our Team's Values
Collectivism Solidarity Compassion Professionalism Equality Fairness Sustainability Social Justice	Ethical Citizenship Collaboration Integrity Equality Inclusiveness Transparency Accountability Innovation	We will maintain a positive environment that promotes: <ul style="list-style-type: none"> • Constructive and effective communication throughout the organisation and with our partners and community. • Mutual respect for the diversity of opinions and beliefs. • Participation, inclusivity, equality and cooperation. • Innovation, creativity and adaptability • Adherence to processes and deadlines. • Recognition of performance.

Our goals are:

- Goal A: Promote and advance the rights, job security and working conditions of our members.
- Goal B: Increase and diversify our membership base.
- Goal C: To grow a diverse and confident network of workplace leaders who represent and activate members and participate in the democracy of our Union.
- Goal D: A diverse innovative high performance team with values that align with our union direction and its purpose.
- Goal E: To influence the progression of social justice that are consistent with our values.
- Goal F: Long term financial sustainability.

Section 5 – Statement of Duties

STATEMENT OF DUTIES		Effective Date of Document: 19 March 2018
Title: Lead Organiser	Classification: Level 6	Office No: 008-010
<p>LEADERSHIP</p> <ul style="list-style-type: none"> • Supports the development of systems and practices to address identified membership issues, achieve membership growth and increase the number of workplace delegates. • Assists with the implementation and outcomes of operational plans to achieve the Union's goals through building employees power in the workplace and achieving improvements for workers in accordance with the Union's strategic plan. <p>ORGANISER/ INDUSTRIAL OFFICER DEVELOPMENT</p> <ul style="list-style-type: none"> • Provides on the job training, mentoring and arranges off the job training for team members in Organising principles, technique, skills and recruitment strategies. • Supports team members to maintain relationships with key delegates and stakeholders within agencies. • Develops and communicates innovative Organising techniques. • Communicates and educates team members on the strategic direction of the Union. • Educates team members in issues resolution techniques and industrial knowledge to build collective power in the workplace • Implement and support development plans for team members and dealing with performance issues if and where appropriate. <p>PLANNING AND WORK MANAGEMENT</p> <ul style="list-style-type: none"> • Develops and maintains plans with team members and conducts regular reviews and evaluation of organising activities. • Allocates tasks to Organisers and assists with time management. • Provides management reports on organising activities. • Manages the performance of staff to ensure an effective contribution is made toward the achievement of the Union's goals within timeframes and in compliance with policies and guidelines. • Contributes to the development of strategic Union plans and manages resources appropriately • Manages other human resource issues within the Team as appropriate. • Builds and maintains a positive work environment. • Maintains scheduled contact and review with members of their team both on a one to one and group basis to ensure all team members are appropriately supervised and supported. <p>INDUSTRIAL CAMPAIGNS AND POLICY</p> <ul style="list-style-type: none"> • Contributes to the development of Union policies and strategies and implements the determinations of the Union as required. • Uses comprehensive campaigning techniques and contributes to Union campaign planning. • Provides industrial advice e to team members and refers industrial issues either to the team's Industrial Officer or Industrial Services Group where appropriate. • Assists team members with the liaison between Organising and other Divisions of the Union as necessary. <p>OTHER</p> <ul style="list-style-type: none"> • Represents the CPSU/CSA on committees, working and study groups as required. • Responsible for the coordination of media, website and Journal content to be provided to the Community Engagement and Communications [CEC] Team. • Undertakes special projects and other duties as required. 		

Section 6 – Selection Criteria

SELECTION CRITERIA		Effective Date of Document: 19 March 2018
Title: Lead Organiser	Classification: Level 6	Office No: 008-010
<p>RELEVANT KNOWLEDGE</p> <ul style="list-style-type: none">• Comprehensive understanding of the theory and application of the principles and techniques of organising• Good knowledge of Western Australian and Fair Work Industrial Relations Systems including Legislation, Awards and Agreements, Public Sector Employment Practices and standards. <p>RELEVANT SKILLS AND ABILITIES</p> <ul style="list-style-type: none">• Demonstrated ability to identify recruitment and growth opportunities• Demonstrated ability to identify and implement strategies to develop workplace leaders• Demonstrated ability to develop and implement organising strategies.• Demonstrated ability to undertake high level negotiations.• Well-developed verbal and written communication skills.• Demonstrated ability to manage, coordinate and monitor several projects at the same time.• A well-developed ability to lead and develop a small team, including demonstrating Union values and ethics.• Demonstrated ability to coach others in the application of organising strategies and techniques.• Ability to evaluate performance and provide feedback to team members that encourages and assists their development.• Capacity to manage expenditure within approved budgets.• 'C' Class Driver's License. <p>PREVIOUS EXPERIENCE – DESIRABLE</p> <ul style="list-style-type: none">• Experience working as an Organiser or in community development work.• Experience working in a campaigning environment• Experience in negotiating and advocating• Experience in managing and developing people		

Section 7 - Certification

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

BRANCH SECRETARY	DATE:
OFFICE OCCUPANT	DATE: