

## EOI

### **North Coast and Central West Regional Organisers – Lismore and Bathurst Offices**

The Regional Organisers are based at the regional offices in Lismore and Bathurst but cover the North Coast from the Queensland border down to Port Macquarie out to the dividing range and the Central West from Broken Hill, Bourke, Coonabarabran, Lithgow to Cowra, respectively.

#### Duties Include:

- Recruiting new members
- Visiting members at their workplace on a regular basis
- Giving advice on salaries, conditions, appeal rights and procedures
- Assisting members and providing representation at local management levels and where necessary referring to appropriate Association head office staff
- Preparing reports, submissions and correspondence
- Operating a Regional Office, including supervision of a Clerical Officer
- Providing training to members and delegates
- Networking with other local union representatives and peak councils
- Advocacy in local Tribunals

#### Essential Requirements

- Commitment to trade union principles and objectives
- Understanding of federal and state industrial relations systems
- Ability to analyse problems and prepare written reports
- Effective written and oral communication
- Have a current drivers licence and will be required to travel on a regular basis

#### Desirable Requirements

- Trade Union experience as a delegate or officer
- Understanding of the NSW public service and instrumentalities

#### Salary and Conditions

- Commencing salary within the range of \$83,022 - \$97,426 (8-year scale) plus super.
- Temporary appointments or secondments will be considered for up to two years.

Closing Date: 5pm Friday, 27 January 2017.

Contact Person: Troy Wright, Assistant General Secretary, ph: (02) 9220 0982.