



POSITION DESCRIPTION

POSITION DETAILS

Position Title:	INDUSTRIAL ADVOCATE
Position Grade:	Ongoing position. Salary to be negotiated, ranging from \$80,997 to \$95,050 (plus super), depending on qualifications and experience.
Reports to:	Manager or Team Leader

Role of PSA

The PSA of NSW (PSA) represents members in diverse roles across NSW Government departments, state owned corporations, schools, universities and TAFEs. Members work under both State and Federal instruments. The PSA acts on the behalf of members on all aspects of their working life, providing support, advice and both individual and collective representation.

The PSA employs approximately 140 staff.

Location of Position

The position of Industrial Advocate is located at the PSA's Head Office, 160 Clarence Street, Sydney.

Functions of the Position

- Identify employment and economic trends, particularly as they relate to the public sector.
- Liaise with PSA staff and delegates on matters which require a whole of union response.
- Interpret legislation, awards and agreements.
- In consultation with members, negotiate industrial outcomes with employer.
- Prepare and/or advocate cases before relevant Tribunals or Commissions.
- Prepare internal and external briefings/communications for example on emerging issues.
- Provide advice on industrial rights and entitlements.
- Attend members' meetings and committees when required and provide timely communication following the meetings.

Requirements (Knowledge, Skills and Abilities)

The following criteria need to be addressed when making application for this position:

Essential:

- Strong negotiation and consultation skills.
- Ability to critically analyze written documents and adapt the information for various audiences.
- High level communication skills.
- Capacity to represent the PSA at relevant industrial bodies and with employer groups.
- Relevant tertiary qualification or equivalent experience.

Highly desirable:

- In-depth understanding of one or more of the following: Alternative Dispute Resolution Techniques, Project Management or Economics.