

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>INDUSTRIAL SPECIALISTS MANAGER</b>
Position Grade:	C&A Grade 11/12 equivalent – PSA Classification Director
Reports to:	General Secretary
Management of:	Specialist Industrial & Research Staff; Regional Organisers; Legal Unit, Communications and Relevant Administrative Support Staff

### Essential Job Functions

- Promotes industrial good practice for collective and individual matters in line with PSA strategic objectives
- Provides independent advice and support to the General Secretary on industrial matters including the conduct of legal cases, research as required.
- Ensures the organisation complies fully with its legislative and regulatory requirements in relation to the advocacy of industrial matters.
- Manages workload allocation, performance and effectiveness of the portfolio team
- Works with delegates and departmental committees to identify potential campaigns on industrial issues to ensure member engagement and recruiting opportunities.
- Ensures regular reporting of issues and updates to Central Council
- Work with other unions, other bodies and Unions NSW on campaigns that will benefit PSA members and where there are interests in common
- Actively ensures issues are fed to Communications team for the educational and promotional purposes amongst PSA members and staff.
- Actively ensure the training, development and support of delegates in organising and recruiting
- Identify patterns of industrial issues across agencies, regions and whole of union.
- Proven history of working with and maintaining relationships with members of parliament on key issues, and working on government submissions and advocacy of PSA policy.
- Actively ensure the team works together with delegates and other teams on collective matters, campaigns and regional matters where appropriate.
- Works with other teams and departments of the PSA, including the Call Centre, to ensure continuity and common purpose in line with the Union's strategic objectives and widely communicate those objectives.
- Manages the development and delivery of the team plans and whole of union plans and targets through coordinating and managing collaborative planning processes.
- Ensures that research into developments in the target focus areas within the team is undertaken in a way that assists strategic planning and the development of organisational strategy.
- Leads effective team change and process improvement strategies to ensure the PSA has the appropriate industrial systems, infrastructure, processes and work practices in place to enable the efficient, effective and high quality

delivery of industrial services to both individual members and groups of members.

- Builds capacity within the staff and active membership by ensuring all staff within the PSA receive adequate training and support while carrying out duties and responsibilities.
- Actively promote consultation by the team with other teams to ensure maximum membership engagement and delegate empowerment.
- Oversee and ensure that the PSA fully complies with its ethical, work health and safety and equal employment opportunity obligations and requirements.
- Deep commitment to Union principals
- Follow the directions of Central Council and the PSA Executive.

### **Knowledge and Skills**

- Relevant Tertiary Qualifications in one or more related fields or equivalent level of experience.
- Strong understanding and detailed practical knowledge of contemporary Federal and/or State industrial relations including, strategic planning, industrial relations, public sector policy, diversity and discrimination, health and safety and injured worker support and information management and technology concepts, standards, methodologies and management tools as required.
- Must have experience in coordinating campaigns at multiple levels with political, research, media , organising, industrial, member capacity building, legal, communications, member engagement, inter union, and community and stakeholder engagement elements
- Knowledge of ethical conduct, equal employment opportunity and work health and safety legislation and the capacity to develop and foster a member focused and ethical culture and an equitable, healthy and safe workplace.
- High level verbal communication, liaison, negotiation, presentation and stakeholder engagement skills, including demonstrated ability to provide advice and recommendations to a diverse range of internal and external stakeholders.
- High level strategic planning, conceptual, analytical and problem solving skills and proven ability in reviewing and improving business systems and processes in groups and with individuals.
- Extensive knowledge of organising strategies including delegate development
- High level of ability to design and develop industrial campaigns.
- Demonstrated ability in the management of people, budgets and projects, and in the use of information to support business decisions, corporate planning and reporting including significant change initiatives.
- Demonstrated ability to critically analyse complex documents, report and present information to a variety of audiences and translate into operational outcomes.

### **Performance**

A performance plan consistent with the position will be negotiated with the General Secretary annually