

## INDUSTRIAL OFFICER

### POSITION DESCRIPTION

- Job status:** Part-time work (hours as agreed)
- Employer:** Medical Scientists Association of Victoria
- Context:** The Medical Scientists Association of Victoria (MSAV) is a component Association of the Health Services Union Victoria No 4 Branch (HSU #4). The MSAV provides industrial services to HSU #4 and to the Victorian Psychologists Association Inc (VPA Inc) and the Association of Hospital Pharmacists (AHP).
- The VPA Inc and AHP are also a component Associations of the HSUA #4. The HSU negotiates enterprise agreements covering medical scientists, psychologists and pharmacists employed in public health services, private pathology and private hospitals, and a range of other employers (for-profit and not-for-profit) in the private sector.
- Responsibilities:** Provide advice and assistance to members on a range of issues including entitlements, disciplinary matters, occupational health and safety and organisational change.
- Pursue underpayment of entitlements on behalf of members and other agreement compliance issues.
- Pursue members' complaints and grievances with employers.
- Negotiate with employers in private and public sectors, including the negotiation of enterprise agreements.
- Represent members in the Fair Work Commission and other tribunals
- Represent the MSAV, VPA, AHP and/or HSU #4 in meetings and committees
- Contribute to the MSAV/VPA/AHP regular Newsletter to members, the 'Stat Report'.
- Hold meetings of members at their workplaces.
- Recruit new members.
- Answer telephone and email inquiries from members in relation to a full range of employment issues, including rates of pay and conditions of employment under the relevant enterprise agreement.

Some travel within Victoria will be required.

**Reports to:** Secretary, MSAV

**Abilities:** It is important that the successful applicant is able to work as part of a small team of industrial staff. The person in this position must also be able to work relatively independently. Ability to use a range of standard Office based software is required. High level communication and drafting skills necessary.

**Qualifications:** A relevant tertiary qualification may be desirable, but is not a requirement for the position.

A current driver's license is required.

**Experience:** Contemporary experience relevant to the responsibilities of this position

***The successful applicant must be able to demonstrate a commitment to the principles of the Trade Union movement.***

**Terms and Conditions of Employment:**

*As per the Medical Scientists Association of Victoria (Wages And Employment Conditions) Staff Agreement.*