



**INDUSTRIAL OFFICER**  
**Job & Person Specifications**

**JOB TITLE:** Industrial Officer

**JOB TYPE:** Full-time

**LOCATION:** Level 1, 32 South Terrace ADELAIDE SA 5000

**REPORTS TO:** Branch Secretary

**DUTIES & RESPONSIBILITIES:**

- Provide advice and support to members on a range of industrial matters including wages and conditions, dismissals and workers compensation matters.
- Drafting, lodgement and conciliation of disputes before relevant industrial tribunals.
- Represent members and the union in Hearings before tribunals including preparing submissions, witness statements and other evidence for trial;
- Calculate and resolve underpayment of wages claims;
- Prepare and lodge enterprise bargaining agreements and supporting documents, and right of entry and WHS permits;
- Provide support to the organising team including administrative support, industrial advice and campaign support;

**Essential Experience and Qualifications**

- Demonstrated commitment to trade unionism;
- Sound knowledge of industrial relations and employment law;
- Experience in presenting cases in Hearings and conciliations in industrial tribunals;
- High-level interpersonal skills and excellent written and oral communication skills;
- Ability to work as a member of a team - including flexibility to take on other duties and responsibilities as required; share information; mentor other staff; and commit to upgrading own work-related skills.

**Desirable**

- Relevant legal studies or industrial relations qualifications.

Please email applications to Gail Gorman on [ggorman@cmfeu.org](mailto:ggorman@cmfeu.org)