



# United Voice SA Branch

United Voice SA Branch, one of South Australia's largest Unions, is seeking a motivated and committed applicant for the position of:

## Lead Official

### Key Responsibilities

- Coordinate and lead sector campaigns
- Assess and support the development needs of Organisers
- Manage Organisers and organising teams
- Lead the bargaining strategy in key workplaces and negotiate Enterprise Agreements
- Ensure organising and planning standards meet branch expectations
- Turn strategic plans into operational plans
- Determine priorities and allocate work
- Build membership strength
- Provide regular reports to Executive Officers on all matters related to the implementation and operation of the section/industry plans

### Required Skills and Knowledge

- Extensive knowledge and experience in union organising and campaigning
- Strategic planning and research
- Enterprise bargaining strategy development and negotiation skills
- Leadership development, including motivating and educating Organisers and Delegates
- Excellent communication, messaging and rapport building
- Ability to prioritise competing work demands

### Qualifications/Experience

- At least 5 years organising/union experience
- A commitment to and understanding of the labour movement is essential
- An understanding of sectors that United Voice members work in
- Computer skills (Microsoft applications, Outlook, iPad)
- Driver's licence essential

## Conditions of Employment

A salary package dependent upon qualifications and relevant experience in line with the United Voice National Terms and Conditions of Employment, including a fully maintained motor vehicle.

The successful applicant would be required to commence work as soon as possible.

A letter of application addressing the selection criteria, Curriculum Vitae and suitable references should be addressed to:

David Di Troia, Branch Secretary, United Voice, PO Box 220 TORRENSVILLE PLAZA SA 5031 or by e-mail at [SAAdminResearch@unitedvoice.org.au](mailto:SAAdminResearch@unitedvoice.org.au) by no later than 12 noon Friday 8 February 2019.

*The Union is an equal opportunity employer and has a smoke free working environment*