

Position Description

22 Aug 2022



Position Summary

Position Title	Industrial Organiser		
Classification	MWC EBA level 6	Salary	\$88,336
Status	Full-time - Project Position (3yrs+)	FTE	1.0
Position reports to	CEO		
Location	Carlton South, Victoria		
Commencing	September 2022		

Organisational Environment

The Migrant Workers Centre is a not-for-profit organising and educational centre that works with migrant workers and their families to realise the collective power of their communities to win dignity and respect at work and to fight for a fairer society.

The Centre's activities are organised around three areas of work:

- **Education** - helping migrant workers to understand their rights at work by delivering community education that is culturally and linguistically appropriate.
- **Enforcement** - assisting migrant workers who are experiencing workplace issues, such as wage theft and discrimination, to enforce their workplace rights and win just outcomes.
- **Advocacy** - working with migrant communities to improve their lives in Australia by conducting research, empowering community leaders and members, and advocating to decision-makers.

The Industrial Officer will work across all three areas of work as part of a diverse team within the Centre. The Industrial Officer Organiser reports to the CEO.

The Industrial Officer works primarily with the Community Organisers and casework volunteers to conduct the MWC's casework support program. This work includes collaboration with the Digital and Communications Organiser where required.

They will also work with the Administration Coordinator to conduct the day-to-day operations of the Centre, and the Research and Policy Officer to implement the Centre's advocacy strategy.

In addition to working within the Centre, the Industrial Officer will work collaboratively with migrant communities, unions, service providers, and other organisations and groups to deliver the Centre's programs, projects, and services.

Responsibilities and Duties

Key Accountabilities	Key Activities
Casework	<ul style="list-style-type: none"> • Conducting intakes of migrant workers requesting assistance from the Centre with a workplace issue. • Assisting in the collection and preparation of documents relevant to cases. • Communicating with workers about their case. • Provide industrial advice, support and representation to individuals under the guidance of the CEO. • Provide assistance, guidance or limited supervision to volunteers and employees at lower levels and assist in training by means of personal instruction and demonstration. • Maintaining current and accurate records on casework management platforms.
Community organising	<ul style="list-style-type: none"> • Growing the Centre's networks of supporters, activists, and leaders. • Participating in events, campaigns, and activities promoted by the Centre. • Maintaining current and accurate records on relationship tracking platforms.
Worker education	<ul style="list-style-type: none"> • Delivering educational sessions about workplace rights to migrant communities. • Assisting in the production of educational materials.
Relationship management	<ul style="list-style-type: none"> • Identifying opportunities for collaboration with external stakeholders. • Working collaboratively with community leaders, unions, service providers, and other organisations and groups to deliver the Centre's programs, projects, and services.

Capabilities

Knowledge and Skills	Capability Description
Knowledge about migrant communities	<ul style="list-style-type: none"> • Understands the beliefs, customs, needs and expectations of migrant communities in Victoria. • Seeks out and engages in activities with members of migrant communities in Victoria.
Knowledge of industrial concepts	<ul style="list-style-type: none"> • Demonstrates a sound understanding of the Australian industrial relations frameworks and legislation; • Is able to explain, with confidence and accuracy, basic industrial concepts such as: <ul style="list-style-type: none"> ◦ the National Employment Standards and other general workplace rights.

	<ul style="list-style-type: none"> ○ the Victorian OH&S framework and workers' compensation system. ○ the application of industry awards and similar instruments.
Advocacy and Representation	<ul style="list-style-type: none"> ● Applies understanding of legislation and awards to enforce migrant worker rights and entitlements. ● Manages worker expectations by providing clear assessment of industrial situations ● Negotiates with employers to resolve disputes regarding pay and conditions. ● Represents workers in tribunals such as the Fair Work Commission
Verbal communication	<ul style="list-style-type: none"> ● Understands the target audience and the objectives of the communication ● Conveys ideas and information confidently and concisely. ● Handles difficult and sensitive communications well. ● Has conversational comprehension of a language other than English. ● Is able to provide information to a group of people in a formal manner, often using audio-visual materials.
Written communication	<ul style="list-style-type: none"> ● Edits written communications to ensure they contain the information necessary to achieve their purpose. ● Ensures appropriate style and formats are used. ● Prepares briefs, letters, emails, and reports using clear and concise language.
Planning and organising	<ul style="list-style-type: none"> ● Consistently and accurately uses systems and procedures to guide work and track progress. ● Communicates promptly about actual and potential barriers. ● Follows objectives and priorities set with the team lead/supervisor.
Stakeholder management	<ul style="list-style-type: none"> ● Works collaboratively and effectively with a diverse range of stakeholders, such as community leaders, community organisations, and unions. ● Shares information quickly and accurately to those who need it, as appropriate.
Personal Qualities	Capability Description
Migrant worker focus	<ul style="list-style-type: none"> ● Considers situations, activities, decisions, and outcomes from the perspective of workers. ● Considers situations, activities, decisions, and outcomes from the perspective of how people of different ethnic, religious, professional, or social identifications might see them.
Relationship building	<ul style="list-style-type: none"> ● Builds trust and partnerships through consistent actions, values, and communication. ● Understands the experiences, feelings, and viewpoints of others.

	<ul style="list-style-type: none"> • Handles difficult and sensitive issues while maintaining confidentiality.
Commitment	<ul style="list-style-type: none"> • Sees ideas, tasks, and projects through to resolution despite challenges. • Maintains a positive attitude and continues to deliver consistent quality work in the face of challenging situations.
Accountability	<ul style="list-style-type: none"> • Works to clear objectives in a transparent manner. • Accepts responsibility for decisions and actions. • Seeks to achieve best use of resources.

Key Selection Criteria

Criteria 1: "Knowledge About Industrial Concepts" as detailed in Capabilities above.

Criteria 2: "Advocacy and Representation" as detailed in Capabilities above.

Criteria 3: "Verbal Communication" as detailed in Capabilities above.

Criteria 4: "Written Communication" as detailed in Capabilities above.

Criteria 5: "Migrant worker focus" as detailed in Capabilities above.

Criteria 6: "Relationship building" as detailed in Capabilities above.

Other Relevant Information

- Applicants must have a current and valid driver's license.
- Applicants must be able on occasion to work after business hours and on the weekend.
- Applicants must have a valid visa that provides work rights or be an Australian citizen or permanent resident.
- The position is based at the Migrant Workers Centre in Carlton South, Victoria, but may involve some regional travel.
- Employment conditions include a monthly RDO and 12% superannuation.
- Applications without a cover letter addressing the key selection criteria will not be considered.

