



NT Working Women's Centre

## INFORMATION FOR APPLICANTS

Please find enclosed information that will assist you in applying for this position:

1. A Duty Statement for the position.
2. The Selection Criteria.

In order to apply:

- We will only accept written applications
- Please note this is a fixed term parental leave position for period of 12 months, and is based in Alice Springs
- Please address the selection criteria in your written application
- include a CV and the names and contact details of 2 work related referees.
- We encourage applicants to provide information in their cover letter on other skills or experience you have that you feel may assist the work of the centre
- Applications must be received by the close of business **Monday 27<sup>th</sup> February 2017 via email:**

[anna@ntwwc.com.au](mailto:anna@ntwwc.com.au)

Applicants are reminded that on-the-job training in industrial relations will be provided to the successful person/s. If you would like some more information about the sorts of issues we deal with, please see our factsheets on our website

(<http://www.ntwwc.com.au/index.php/factsheets>)

If you require any further information please call Rachael Uebergang on (08) 8981 0655.



NT Working Women's Centre

## **Industrial Liaison Officer**

**Level 5 NTWWC Enterprise Agreement (\$73,945 - \$82,388 pro rata –  
salary sacrifice available, plus 11% super)**

**Up to 30 hours per week negotiable**

**This is a fixed term parental leave position for 12 months**

**LOCATED IN THE ALICE SPRINGS NTWWC OFFICE**

### **DUTY STATEMENT**

1. Provide advice, support, information and referral services about work-related issues and legislation to empower women both in person and over the telephone.
2. Under the supervision of the Senior Industrial Liaison Officer, provide case management assistance to clients.
3. Under the supervision of the Senior Industrial Liaison Officer, represent and advocate on behalf of clients in conciliation conferences such as those in the Fair Work Commission and the NT Anti Discrimination Commission.
4. Under the supervision of the Senior Industrial Liaison Officer, mediate between and negotiate with employers, or their representatives, and NT Working Women's Centre clients.
5. In liaison with other staff, help develop, deliver and evaluate culturally relevant education programs and resources about work related issues and legislation to women throughout the Northern Territory.
6. In liaison with other staff, help to improve the accessibility of NTWWC services for Aboriginal and Torres Strait Islander women and women from Culturally and Linguistically Diverse backgrounds.
7. Promote the work of the Centre to, and liaise with, the trade union movement, Government, employers, non-Government organisations, a diversity of community organisations and women in the NT.
8. Identify issues affecting working women, particularly those in low-paid and precarious employment.

9. Contribute to the Alice Springs Office's administrative duties in liaison with the Administration and Finance Officer and Co-Directors including, reception, answering and diverting phones, monitoring and purchasing stationary and stock, office and equipment maintenance and preparing reports and information documents as required.
10. Effectively manage own workload and time in collaboration with the SILO and co-Director. (The NTWWC acknowledges that staff in the Alice Springs office work remotely and do not have access to the same level of supervision and support as Darwin based staff.)
11. Ensure case notes and data base entries are completed in accordance with Centre policy.
12. Represent and promote the Centre through public speaking and committee work.

Some travel within the NT may be required.



NT Working Women's Centre

## **Industrial Liaison Officer**

### **SELECTION CRITERIA**

#### **Essential:**

1. Demonstrated experience in, understanding of, and ability to communicate with women from the diversity of cultures in the NT, and demonstrated commitment to Equal Opportunity for women.
2. Demonstrated client interviewing, case work and advocacy skills using a client centred model.
3. Experience in, knowledge of, or an ability to learn about workplace issues and legislation, particularly the Fair Work Act, and legislation covering Anti-Discrimination, Occupational Health and Safety and Equal Employment Opportunity, as they affect women in the workforce.
4. Experience in, or willingness to learn, advocacy skills for conciliation, mediation and/or tribunal hearings.
5. High level oral, written and interpersonal communication skills, and ability to liaise and work productively with a range of government and non-government organisations.
6. Initiative and ability to research and develop resources in a consultative team environment.
7. Demonstrated experience in, or the ability to learn skills in designing, delivering and evaluating Community Education programs and information sessions, together with public speaking ability.
8. Demonstrated organisational and analytical skills.
9. Sound administrative skills and computer literacy, and a flexible approach to the organisation of work.
10. Current Driver's Licence.