



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 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 29<sup>th</sup> May via email:**  
[admin@ntwwc.com.au](mailto:admin@ntwwc.com.au)
- Please note that if you are interested in applying for both this position and the other advertised position (the Industrial Liaison Officer) you should complete two applications.

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 Anna Davis or Rachael Uebergang on (08) 8981 0655.



NT Working Women's Centre

## **About the NT Working Women's Centre**

Since 1994 the NTWWC has been providing free, specialist information and advice to vulnerable working women in the NT.

The NTWWC provides an accessible, ethical and effective service to empower, support and advocate for Northern Territory working women, in a feminist framework. The NTWWC provides information, advice, referral, representation and community education about work related issues, such as bullying, discrimination, sexual harassment and termination of employment. The NTWWC models good employment practices that support work life balance and a family friendly workplace.

The NTWWC is funded by the Commonwealth and NT Governments, and has offices in Darwin and Alice Springs.

## **Our Vision**

Our vision is for all Northern Territory working women to have fair, inclusive and sustainable workplaces, where they can participate in and benefit from employment which is free from unfair working conditions, discrimination, sexual harassment and bullying.



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## **Part-time Industrial Liaison Officer**

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

**Up to 15 hours per week negotiable**

**LOCATED IN THE DARWIN 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. Undertake administrative duties and prepare reports and information documents as required.
10. Effectively manage own workload and time in collaboration with the SILO and co-Director.
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.



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## **Industrial Liaison Officer**

### **SELECTION CRITERIA**

#### **Essential:**

1. Demonstrated cultural competence, including the ability to communicate with women from the diversity of cultures in the NT
2. Demonstrated skills in gender analysis and commitment to social justice principles
3. Demonstrated client interviewing, case work and advocacy skills using a client centred model.
4. 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.
5. Experience in, or willingness to learn, advocacy skills for conciliation, mediation and/or tribunal hearings.
6. High level oral, written and interpersonal communication skills, and ability to liaise and work productively with a range of government and non-government organisations.
7. Initiative and ability to research and develop resources in a consultative team environment.
8. 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.
9. Demonstrated organisational and analytical skills.
10. Sound administrative skills and computer literacy, and a flexible approach to the organisation of work.
11. Current Driver's Licence.