



## JOB SPECIFICATION

### POSITION DESCRIPTION

<b>Position:</b>	Industrial Union Organiser - South Island
<b>Reports to:</b>	General Secretary
<b>Direct reports:</b>	None
<b>Purpose:</b>	Assist the General Secretary to carry out the duties required in line with the Union Rules and implementations of policies and strategies as determined by the Conference and National Management Committee.

Key Tasks	Performance Standards
<b>Systematic visiting</b>  Responsible for visiting job sites on a planned basis to establish and maintain a high profile. Being visible and available to service and organise the membership delegates and officials.	<ul style="list-style-type: none"> <li>• Ensure appropriate resources are assembled and correctly delivered to the job.</li> <li>• Identify any on the job issues, which require follow up and reporting.</li> <li>• Effectively provide accurate union policies and advice.</li> <li>• Contact as many members as possible.</li> <li>• Provide services and support to all our members.</li> <li>• Monitor union compliance and employment contracts.</li> <li>• Check wages and time records are accurate and up to date.</li> <li>• Ensure all queries are handled effectively and promptly.</li> <li>• Promote and highlight health and safety issues.</li> </ul>
<b>Recruitment</b>  Responsible for retaining and growing the union's membership and resources.	<ul style="list-style-type: none"> <li>• Effectively communicate the services the union can provide to members.</li> <li>• Accurately answer questions from prospective members.</li> <li>• Speak on a range of industrial and union issues.</li> <li>• Maintain an effective union presence.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assess prospective membership requirements.</li> </ul>
<b>Organising Industrially</b> Apply appropriate techniques and procedures to an actual or protentional industrial situation in order to achieve the best possible outcome.	<ul style="list-style-type: none"> <li>• Effectively build on organisation and unity on the job.</li> <li>• Assess the strengths and weaknesses of the job.</li> <li>• Effectively communicate all possible consequences of a proposed course of action.</li> <li>• Ensure all relevant union personnel are informed.</li> <li>• Create pressure on the employer when necessary.</li> <li>• Promote and highlight health and safety issues.</li> </ul>
<b>Specialist Services</b> Develop knowledge and expertise within assigned subject areas such as required. Responsible for the development of appropriate union resources, promotion and delivery of union services, and union and/or political campaigns for assigned subject areas.	<ul style="list-style-type: none"> <li>• With approval from the General Secretary undertake necessary training.</li> <li>• Develop and deliver seminar/workshop programmes on assigned subjects.</li> <li>• Provide advice and assistance on assigned subjects.</li> <li>• Provide representation in relation to the subject area when required.</li> </ul>
<b>Delegate Support</b> Meet the needs of Branch Officials and delegates by ensuring that they are provided the resources and training required to confidence carry out their roles accurately and effectively.	<ul style="list-style-type: none"> <li>• Ensure a strong focus on the 'organising model' of unionism.</li> <li>• Advise and protect union members through industrial knowledge.</li> <li>• Effectively present relevant information to union members.</li> <li>• Build and maintain effective relationships with delegates and officials</li> </ul>
<b>Negotiation</b> Undertake negotiations when required, with the objective of achieving an optimum outcome for members.	<ul style="list-style-type: none"> <li>• Identify and source the appropriate research material.</li> <li>• Effectively negotiate contracts in line with RMTU polices.</li> <li>• Effectively communicate and report bargaining outcomes.</li> <li>• Effectively co-ordinate with other officials to achieve the planned outcome.</li> <li>• Coordinate and organise union members within the bargaining unit.</li> <li>• Retrieve accurate facts and figures relevant to the negotiation.</li> <li>• Create or select clauses which meet or exceed union policies.</li> <li>• Effectively analyse employer claims.</li> <li>• Effectively recognise the time to close negotiations.</li> </ul>

	<ul style="list-style-type: none"> <li>• Create reasonable expectations in line with achievable outcomes.</li> <li>• Ensure alternative solutions are offered, to avoid stalemate.</li> </ul>
<b>Personal Grievance and Disputes</b>  Manage all personal grievances and enforce terms and conditions of employment.	<ul style="list-style-type: none"> <li>• Effectively listen and identify issues within the complaint.</li> <li>• Accurately and clearly record in writing the relevant details and background.</li> <li>• Effectively understand any cultural issues involved.</li> <li>• Effectively understand and interpret any employer rules and contract terms.</li> <li>• Effectively manage the PG/Dispute in accordance with Rail and Maritime Transport Union procedures.</li> </ul>
<b>Work Planning</b>  Plan work for a defined period of time and organise resources needed to achieve this.	<ul style="list-style-type: none"> <li>• Effectively utilise and manage all resources.</li> <li>• Review own goals and objectives against set criteria.</li> <li>• Negotiate own goals and objectives with General Secretary.</li> <li>• Plan work to minimise unproductive time.</li> <li>• Coordinate work priorities/plans with other staff.</li> <li>• Plan work to minimise unproductive time and react to immediate demands.</li> <li>• Deal with interruptions without compromising work plan.</li> </ul>
<b>Reporting</b>  Provide relevant information and take responsibility for outcomes within the RMTU policies.	<ul style="list-style-type: none"> <li>• Fully conversant with RMTU policies.</li> <li>• Utilise union systems (computers, files etc) to gather relevant information.</li> <li>• Take responsibility and self-manage assigned areas.</li> <li>• Provide accurate advice and services within assigned areas.</li> <li>• Analyse important information which must be reported to the General Secretary.</li> <li>• Report accurately and concisely and in a timely way.</li> </ul>
<b>Health and Safety</b>  Be aware and follow all Health and Safety procedures and policies in the workplace.	<ul style="list-style-type: none"> <li>• Understand and meet obligations as required of the Health and Safety in Employment legislation.</li> <li>• Adhere to all company health and safety policies effectively.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure all hazards and risks are identified and reported following company policies.</li> <li>• Ensure all emergency procedures are understood and adhered to.</li> <li>• Ensure the use of all appropriate personal protective equipment to carry out duties safely and effectively on a daily basis.</li> </ul>
<b>Sundry Duties</b>  Additional duties are willingly carried out when required.	<ul style="list-style-type: none"> <li>• Ensure all other tasks, projects or responsibilities delegated or assigned by the General Secretary are completed accurately, professionally and in a timely manner.</li> <li>• Work cooperatively with other union staff in undertaking duties and provide assistance to other staff and officials with their duties, when necessary.</li> </ul>

## 1. CORE COMPETENCIES

<b>Competency</b>	<b>Definition</b>
Analysis and Problem Solving	Securing relevant information and identifying key issues and relationships from a base of information. Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information and that take into consideration resources, constraints and organisation values.
Customer Service Orientation	Proactively developing customer relationships by making efforts to listen to and understand customers (both internal and external), anticipating and providing solutions to customer needs, giving high priority to customer satisfaction.
Quality Orientation/Attention to Detail	Accomplishing tasks through concern for all areas involved, no matter how small, showing concern for all aspects of the job, accurately checking processes and tasks, maintaining watchfulness over a period of time.
Communication	Expressing ideas effectively in individual and group situations (including non-verbal communication). Adjusting language or terminology to the characteristics and needs of the audience. Expressing ideas clearly in documents that have organisation, structure, grammar, language and terminology adjusted to the characteristics and needs of the audience.
Negotiation	Effectively exploring alternatives and positions to reach outcomes that gain all parties support and acceptance.
Planning & Organising/Work Management	Establishing a course of action for self and/or others to accomplish a specific goal, planning proper assignments or personnel and appropriate allocation of resources.
Initiative	Making active attempts to influence events to achieve goals, self-starting rather than adopting a reactive approach, taking action to achieve goals beyond what is required, being proactive.
Technical/Professional Knowledge	Having achieved a satisfactory level of technical and professional skills/knowledge in job related areas, keeping abreast of current developments and trends in area of expertise
Teamwork/Collaboration	Working effectively with team/work group or those outside formal line of authority (e.g., peers, senior managers) to accomplish organisational goals, taking actions that respect the needs and contributions of others, contributing to and accepting the consensus, subordinating own objectives to the objectives of the organisation or team.
Tolerance for Stress	Maintaining stable performance under pressure and/or opposition (such as time pressure or job ambiguity) relieving stress in a manner that is acceptable to the person, others and the organisation.

## 2. **QUALIFICATIONS**

- A relevant certificate or qualification.

## 3. **TECHNICAL SKILLS**

- Strong Microsoft Word, Excel skills.
- Superior verbal and written communication skills.
- Exceptional organisational and time management skills.
- Thorough understanding of industrial and employment matters.

## 4. **EXPERIENCE**

- Previous experience working for a union with negotiation experience.
- Previous customer service experience.
- Port and Rail industry experience would be an advantage.

***Agreed by:***

\_\_\_\_\_ (Job holder's signature)

\_\_\_\_\_ (Manager's signature)

\_\_\_\_\_ Date