



Rail, Tram and Bus Union - National Office

Vacancy for a National Industrial / Research Officer

The Australian Rail, Tram and Bus Industry Union (RTBU) is an industry based union with membership in the rail, tram and public bus service industries. The RTBU is a national union of some 33,000 members with six State Branches and a National Office.

The National Office of the RTBU currently has a vacancy for a National Industrial / Research Officer. The RTBU National Office is located in Redfern, Sydney.

The successful applicant must be capable of forging positive working relationships in a small team environment.

Primary Objectives of Position;

- Provide strategic industrial advice to National and State Branch Officers of the RTBU.
- Research, monitor and report on industrial law developments.
- Research and report on issues affecting the rail, tram and bus industries.
- Assist in the preparation of cases for courts and tribunals.
- Prepare submissions for inquiries, internal and external bodies.
- Conduct industry, political and corporate research and prepare reports for Officials as required.
- Any other duties, as directed by the National Secretary.

This role may include some advocacy, negotiating with employers and representing the RTBU in various forums.

The successful applicant will work in a small, professional team environment and must be able to demonstrate a strong commitment to the principles of trade unionism and social justice, which underlie all other criteria.

Other Duties;

Internal Communication Requirements.

- Liaison with officers, industrial, research and administrative staff across all RTBU Branches / Divisions.

External Communication Requirements.

- Liaise with union affiliates, representatives from businesses and the government and other stakeholders

EXPERIENCE AND QUALIFICATIONS

Essential;

1. Commitment to RTBU and union principles and values.
2. A high level of knowledge and skills in research.
3. Sound analytical/problem solving and data analysis skills.
4. The ability to interpret and apply legislation and policy.
5. Interpersonal skills with the ability to consult and engage with union officials, industry representatives and other stakeholders.
6. An awareness of the contemporary industrial and industry environment.
7. The ability to plan and manage time effectively.
8. Capacity to prioritise work, exercise judgement, discretion and initiative within a politically sensitive environment.
9. Excellent verbal and written communication skills to handle extensive liaison with RTBU personnel, employers and other unions.
10. Ability to work well in a small team environment.
11. Ability to work with limited direction and supervision.
12. Methodical and accurate approach to work
13. Drivers license

Desirable;

It would be an advantage to hold an appropriate formal qualification and/or have relevant research and policy development experience.

Salary Package Negotiable

Send Applications to:

The National Secretary
Rail Tram and Bus Union National Office
83-89 Renwick Street
Redfern NSW 2016.

Applications to be submitted no later than 12th March 2010.

For further information contact Allan Barden, National Secretary on:

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