

## Position Description

<b>Position Title</b>	Workers' Capital Partnerships Officer		
<b>Reports To</b>	Manager, Workers' Capital		
<b>Division</b>	ACTU Centre for Workers' Capital & Superannuation	<b>Work Centre</b>	Industrial & Policy
<b>Location</b>	365 Queen Street, Melbourne		
<b>Classification</b>	Level 4	<b>Mode</b>	Full time / Part time - ongoing
<b>Direct Reports</b>	Nil	<b>Date</b>	

### Position Purpose

The successful candidate will be responsible for supporting the Workers' Capital Manager with the management of commercial and strategic partnership agreements, relationships with key partners, and events for partners and unions.

A commitment to trade union values is essential and experience of working with unions is desirable.

### Responsibilities & Selection Criteria

#### Responsibilities

- Maintaining relationships with ACTU's partners' Partnership Managers and working with partners to ensure the successful implementation of partnership agreements.
- Tracking, and reporting on the execution of agreement deliverables and to the Board of the Centre for Workers' Capital (CFWC).
- Organising roundtables, forums, and other events to support union trustee directors and meet partnership requirements.
- Work with other teams to ensure deliverables against contracts are completed in a timely and cost-effective way.
- Support the work of the Centre for Workers' Capital (CFWC).
- Support relevant campaigns to improve workers' rights through investments and to improve workers' retirement outcomes.

#### Key Selection Criteria

- Commitment to and passion for the values of the ACTU and the Australian union movement.
- Commitment to the union movement and to the interests of working people.
- Capacity to prioritise work, exercise judgement, discretion and initiative whilst providing elevated level of administrative support.
- Excellent interpersonal, verbal and written communication skills.
- Skills set to include the ability to confidentially use computer applications and technology including:
  - Word – Advanced
  - Excel – Intermediate
  - Power Point – Intermediate
  - Outlook – Advanced
- High level of organisational skills, and ability to manage a range of priorities.

#### Desired Selection Criteria

- Understandings of superannuation and workers' capital.

### Key Contacts

#### Key Internal Contacts

Industrial & Policy team  
All ACTU Work Centres and Staff

#### External Contacts

Stakeholder groups, global workers' capital bodies  
Other stakeholders' and relevant external parties.

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