

# Health Services Union NSW/ACT/QLD

## Divisional Manager – Public Health Regional or Metro (2 positions)

The Health Services Union NSW/ACT/QLD is a strong, growing union that aims to use its collective power to build a fair and just society through improving conditions for our members in the health and aged care industry.

The HSU is currently hiring to fill the vacancies of Divisional Manager Public Health (Regional and Metro). The Public Health Regional or Metro Divisional Manager is accountable for the long-term sustainable success of the division's operations in support of HSU's values and growth objectives. The position has a broad brief to engage and recruit members across the Public Health Regional or Metro area, working in co-operation with the Industrial Division on a variety of tasks including award negotiations.

### **Job Description**

#### Culture:

- Articulate a vision for the Public Health Regional or Metro Division – where it is headed
- Demonstrate, promote and communicate HSU values
- Demonstrate, promote and communicate team values and a sense of team; openness, honesty, speaking up; inclusiveness, generosity, support, creating a learning environment, challenging each other
- Deal with underperformance
- Set standards of behavior and conduct
- Encourage a culture of accountability: action – not just talk
- Quality of Work:
- Banish mediocrity – develop a culture of excellence
- Insist on effective planning and management of all tasks
- Champion the use of the full suite of HSU management systems
- Encourage a mature and careful approach to risk.

#### Quality Staff

- Commitment to continual training and development – delegating and providing opportunities for others to grow
- Mentor and appraise staff
- Assist other divisions where needed for the greater good of HSU values and mission.
- Establish and develop a group of staff that reflects the HSU membership
- Recruit new staff to meet the current and future needs of the team

#### Membership Growth

- Look to continually enhance membership growth
- Foster staff training, professional skilling and learning
- Encourage development of membership relationship at all levels

- Maintain membership database to allow the Division to establish a position early on issues/challenges.
- Develop a positive Union profile

#### Financial

- Ensure timely credit card / expenditure submission
- Management of workload and staff numbers
- Facilitate staff and workload

#### Day to Day Accountability

- Present/draft Organising plans to the HSU Secretary/ HSU Assistant Secretary/Treasurer and Chief of Staff
- Visit Public Health Regional or Metro workplaces across NSW to recruit members to the Union and assist in dispute resolution
- Evaluate issues and determine whether a matter is an Organising opportunity
- Evaluate and escalate where necessary larger scale issues and campaigns
- Work co-operatively with Industrial and other Divisions in the co-ordination of major campaigns
- Develop and manage Organising resources including campaign material
- Manage membership growth in all organsier areas of responsibility
- Manage strategic stakeholder relationships
- Engage and keep to the HSU Secretary/ HSU Assistant Secretary/Treasurer and Chief of Staff
- informed of progress and issues
- Execute comprehensive mapping activities across the Public Health Regional or Metro Service and utilise this information in their planning work.
- Management staff issues;
- Group activities and celebrating success

#### **Essential Experience and Qualifications**

- Significant Experience as a Manager or relevant industry and organising experience
- Demonstrated computer literacy skills in the use of available technology.
- Well-developed interpersonal and communication skills including active listening, assertiveness and empathy.
- Excellent organising skills and ideas
- Demonstrated commitment to trade unionism
- Ability to contribute to the leadership and overall strategic direction of the Union
- Proven experience in conflict resolution and negotiation/Experience with enterprise bargaining or award negotiation
- Proven ability in building relationships and positive rapport with a range of stakeholders
- Demonstrated success at growing union membership and leadership

#### **Personal Attributes**

- Fosters team collaboration; embraces diversity and inclusion and actively seeks diverse perspectives.
- Excellent judgment, high integrity along with personal qualities of humility, self-awareness and a sense of humour.
- Thinks strategically with a hands-on approach to getting things done.

- Exceptional interpersonal, communication skills and an effective team player
- Non-hierarchical, with the ability to engage and communicate with people at all levels
- Maintains personal and team effectiveness particularly during periods of higher than normal workload;
- Self-aware, understands role and takes responsibility for own actions.
- Passion for people - enjoy looking for ways to improve and step up Union quality and level of service.
  
- Ability to work some non-standard hours and be based in different parts of NSW

**Salary**

- Salary will be offered based on skills and experience as per the HSU Employee Agreement.

If interested, please forward your resume and cover letter to: **hr@hsu.asn.au**

For further information please contact Emilija Gudovska on 1300 478 679 or by email: [emilija.gudovska@hsu.asn.au](mailto:emilija.gudovska@hsu.asn.au)

**Applications close: COB Friday 6<sup>th</sup> September 2019.**

**ONLY APPLICANTS WITH THE RIGHT TO WORK IN AUSTRALIA WILL BE  
CONSIDERED FOR THIS ROLE**