



POSITION VACANT

Personal Assistant / Policy Assistant

Sydney CBD

An exceptional opportunity is available for a personal assistant / policy assistant who has a keen interest, understanding and appreciation of the current and historical Australian political and industrial environment.

The interesting and varied role is based in the National Office of one of Australia's most effective, respected and influential trade unions, The Maritime Union of Australia (MUA), a Division of the Construction Forestry Maritime Mining & Energy Union (CFMMEU). The role reports to and is the primary support for the Divisional Deputy National Secretary.

Your excellent communication skills will provide a good basis upon which you will be contributing to:

- managing the Divisional Deputy National Secretary's schedule and providing preparatory briefings;
- managing the information flow, priorities and logistics in respect to a broad portfolio of national and international responsibilities;
- reviewing briefing papers and highlighting relevant issues;
- providing policy support by undertaking research into matters relevant to priorities and commitments;
- maintaining all information in an organised and accessible system;
- assisting the Legal Team in maintaining current Federal Permits to Enter and Inspect for relevant Union personnel;
- providing efficient secretarial and administrative services for the Divisional Deputy National Secretary; and
- maintaining relevant information on the website.

To be considered for this role, you will have a minimum of 3 years' experience in an office support role at a senior level; a demonstrated empathy with the labour movement would be advantageous. An undergraduate degree qualification would be desirable but not essential for the right person, however paralegal qualifications would be beneficial for someone looking to expand the responsibilities and scope of the role.

Your exceptional project management, administrative and communication skills, advanced computer literacy, adaptability and flexibility will be the basis upon which expected outputs in an often rapidly changing environment can be met.

Your proactive and organised approach, demonstrating a sound work ethic and ability to prioritise and plan in a busy office environment, will ensure the delivery of quality and timely outputs and is administered efficiently and effectively.

A competitive remuneration package, commensurate with experience, will be offered to the successful candidate.

Applicants must be permanent residents and able to work in Australia.

For additional information please contact Trisha Hurley (0419 528 413).

Applications, comprising a cover letter and resume (maximum 3-pages), close on Friday 7 September 2018 and should be forwarded to The Recruitment Officer, recruit@mua.org.au