

## Position Description Executive Director – AIER

The Australian Institute of Employment Rights Inc. (AIER) is an independent not-for-profit organisation that promotes workplace rights and the benefits of positive employment relationships. Our activities include research, advocacy and the stimulation of public debate on workplace issues and laws.

### **Key responsibilities**

- In conjunction with the President and Executive Committee, manage AIER's resources so that it achieves its operational and strategic objectives.
- Oversee the development of the AIER's new [workplace relations architecture project](#) as well as other submissions, discussion and policy papers.
- Speak in public forums and the media representing AIER's views regarding workplace relations policy, legislation and practice.
- Create, develop and support networks of funders, members supporters and work partners.
- Establish and manage AIER's public events (including the annual Ron McCallum Debate).
- Develop AIER's fee for service consultancy program providing research, campaign, organising and training assistance to organisations.
- Write and edit for AIER publications including its social media accounts and website.
- Sourcing funds to support the projects of the Institute.

### **Key Skills**

- Substantial knowledge of workplace relations law, policy and current workplace issues.
- Commitment to the values, rights and principles that AIER promotes.
- Demonstrated ability to work constructively with a wide variety of interest groups including workers and union representatives, employer and employer representatives, academics and lawyers.
- Demonstrated ability to be able to develop and maintain networks of members, funders and supporters.
- Experience in research and the writing of reports and submissions.
- Excellent written and verbal communication skills with experience in public speaking and writing for a variety of mediums, particularly for websites and social media. Experience with Wordpress websites and Mailchimp is an advantage.
- Experience in managing projects and tight budgets.

### **Reporting**

The Executive Director reports to the President and Executive Committee of the AIER.

A Melbourne based member of the Executive Committee will be nominated to assist the ED in the administration of AIER. The ED will report to this person regarding general operating and administrative matters on a regular basis.