POSITION DESCRIPTION

Industrial Court of Queensland
Queensland Industrial Relations Commission

Job Title:	**Associate to Commissioner Caddie**
Division:	**Queensland Industrial Relations Commission**
Location:	Brisbane
Classification:	AO4.1
Salary Range (per annum):	95,173 (plus superannuation)
Term of Appointment:	12 months, with possibility of extension.
Employment Status:	Refer to Conditions of Employment
Closing Date:	**Monday 16th November 2026 at 5:00pm.**
Commencement Date:	**December 2026**

Note to applicants

- Selection will be based on how well applicants meet the key attributes for the position.
- Applications should include a covering letter and a resume (i.e. curriculum vitae) that briefly outlines contact details, employment history and/or relevant experience, achievements, and names of referees and their contact details.
- Applicants are required to disclose relevant criminal history. Refer to "Other Information" section for details.
- Applicants are required to disclose if they have received a voluntary early retirement package from the Queensland Public Service in the last 12 months.

Purpose

To act as a personal and confidential aide to the Member, in and out of Court, in connection with the Member's duties.

To provide executive support to the Member regarding all activities required to administer the Member's case workload efficiently and effectively.

Organisational Environment

The Industrial Court of Queensland (Court) and the Queensland Industrial Relations Commission (Commission) are independent tribunals with functions and duties conferred by the *Industrial Relations Act 2016* (the Act).

Industrial Court of Queensland

The Court is a superior court of record constituted under s 410 of the Act with largely appellate functions but also with additional judicial functions as prescribed by the Act.

The Court hears appeals from:

- decisions of the Queensland Industrial Relations Commission and the Industrial Registrar on grounds of error of law or excess or want of jurisdiction;
- decisions of Industrial Magistrates in respect of claims for unpaid wages under the Act and prosecutions under the Act where the penalty does not exceed 40 penalty units.

The Court is also the final appeal court for prosecutions under the:

- *Coal Mining Safety and Health Act 1999*;
- *Petroleum and Gas (Production and Safety) Act 2004*; and
- *Mining and Quarrying Safety and Health Act 1999*.

The Court also determines cases stated to it by the Commission on questions of law that may arise during proceedings in the Commission.

Queensland Industrial Relations Commission

The Commission is a court of record constituted under s 429 of the Act. For most matters, the powers and functions of the Commission are exercised by a Member sitting alone, although some powers and functions are exercised only by a Full Bench of the Commission.

Members of the Commission exercise powers and functions under the Act, the *Workers' Compensation and Rehabilitation Act 2003*, the *Public Sector Act 2022*, the *Anti-Discrimination Act 1991,* the *Further Education and Training Act 2014,* the *Magistrates Courts Act 1921, Work Health and Safety Act 2011* and the *Trading (Allowable Hours) Act 1990*.

Examples of some of the powers and functions exercised by Members of the Commission under various legislative enactments include:

Industrial Relations Act 2016

- determining applications for reinstatement by employees who believe they have been unfairly dismissed;
- determining claims for unpaid wages where the total claim does not exceed $100,000;
- resolving industrial disputes through conciliation and arbitration;
- making or approving industrial instruments such as awards and agreements;
- interpreting awards and agreements;
- voiding or amending unfair contracts for services or contracts of service not covered by an industrial instrument;
- determining applications to amend the name or eligibility rule of an organisation of employers or employees; and
- conducting enquiries into a claimed irregularity in an election for office bearers of an industrial organisation.

Workers' Compensation and Rehabilitation Act 2003

- determining appeals against decisions of the Workers' Compensation Regulator.

Public Sector Act 2022

- hearing and deciding appeals under Chapter 7, Part 1 of the Act.

Anti-Discrimination Act 1991

- determining referrals received from the Queensland Human Rights Commission dealing with alleged contraventions of the Act.

Further Education and Training Act 2014

- hearing appeals under the Act in relation to apprentices and trainees.

Magistrates Courts Act 1921

- hearing employment claims under the Act.

Work Health and Safety Act 2011

- determining applications for external review of a decision to issue an improvement notice or prohibition notice; and
- dealing with work health and safety disputes, for example disputes about 'right of entry'.

Trading (Allowable Hours) Act 1990

- deciding trading hours under the Act.

Industrial Registrar:

The Industrial Registrar heads up the Industrial Registry which provides administrative support to the Court and Commission and provides a facilitative service to the general industrial relations community.

Reporting Relationships

- The Member's Associate is responsible exclusively to the Member.
- The Member's Associate has a direct working relationship with the Registrar, Deputy Registrar and the staff of the Industrial Registry.

Key Duties

- Manage the Member's chambers, including maintenance of the library, maintenance of the Member's diary, confidential filing and indexing and filing decisions;
- Manage the efficient and effective conduct of the Member's courtroom including ensuring the availability of facilities, timely and accurately listing of matters, recording and safe custody of exhibits, custody of court files, attending the Member in court and recording orders made;
- Provide professional support to the Member, particularly in relation to managing hearings, conferences, appointments, travel arrangements, and incoming phone calls;
- Conduct research of awards, orders, decisions and interpretations of the Court, the Commission and other jurisdictions as required by the Member;
- Prepare, vet, format and draft all documents relating to matters decided by the Member e.g. decisions, amendments, awards, orders, agreements etc;
- Liaise with the Registrar, Registry staff, parties, members of the legal profession, government departments, trade unions, employer groups, the media and the general public;
- Maintain a high level of quality in the performance of all duties, ensuring adherence to the quality systems documentation for Associates and the administrative processes of the Registry;
- Coordinate the workflows between the Member and the Registry to ensure efficient and effective processes and to ensure the integrity of all documentation and tracking of all case matters allocated to the Member; and
- Attend to other duties as directed by the Member from time to time.

Delegated Responsibilities/Accountabilities - Nil

Mandatory Requirements – Nil

General Principles Governing Appointment

- In selecting a person for appointment as an associate effect must be given to the general principles governing public employment such as appointment on merit, equal opportunity and the avoidance of nepotism.
- The Associate selected by the Commissioners will be a graduand or graduate in law at the time of commencement of employment.

Key Attributes – Are you the right person for the role?

The ideal applicant will demonstrate the following key attributes as they apply to the key duties of the role:

- A genuine interest in industrial relations and employment law and a sound understanding of the work that the Court and Commission does. Applicants that can demonstrate familiarity with key legislation and industrial law jurisprudence will be highly regarded;
- Education and personal maturity sufficient to enable the Associate to converse confidently with persons occupying high office in professional and social gatherings;
- Sound organisational skills including an appreciation of the need for confidentiality, tact, discretion, initiative and reliability and the ability to manage time efficiently and work harmoniously with others and with minimum supervision;
- Well-developed communication (written and oral) and interpersonal skills;
- Personal resilience and maturity to deal with challenging situations; and
- High standard of competency and professionalism in office administration including keyboard and word processing skills and the ability to use computer-based file tracking systems.

Other Information

- An applicant's skills, knowledge and abilities will be assessed against the key attributes in the job description without prejudice regarding the origin of those skills, knowledge and abilities.
- As part of the pre-employment checks, we are required to conduct and consider any disclosable results returned from a criminal history check (CHC). Please note that this can take up to 28 business days. A CHC form will be sent to the successful applicant to complete and submit to the QIRC.
- The Court and Commission are located on Levels 21 and 22, Central Plaza 2, 66 Eagle Street, Brisbane.

How to apply

Applicants should provide a succinct Curriculum Vitae or Resume of information. Such information should include:

- Comprehensive employment and educational information (e.g. date of employment, organisations, major duties, educational qualifications, academic achievements); and
- If previously employed, at least one (1) referee with first-hand knowledge of your performance. If not previously employed, a reference from your academic institution.
- Covering letter which addresses the key attributes and whether you will be able to fulfil the key duties.

Applications should be emailed to QIRCinfoservices@qirc.qld.gov.au by **5:00pm on Monday, 16 November 2026.**