

EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

SENATE LEGISLATION COMMITTEE - QUESTIONS ON NOTICE 2008-09 SUPPLEMENTARY BUDGET ESTIMATES HEARING

Outcome 9

DEEWR Question No. EW896_09

Senator Fisher asked on 23 October 2008, EEWHR Hansard page 44.

Question

Homeworkers Code of Practice

Can you provide on notice a copy of the position descriptions of the staff who are working in respect of the code of practice?

Answer

The following position descriptions relate to staff employed by the Homeworkers Code of Practice Committee Inc. as at 23 October 2008.

Position Title

HWCP National Program Co-ordinator

Position Description

The National Program Co-ordinator manages the various program components required for the administration and promotion of the Homeworkers Code of Practice (HWCP), and public/industry education, as directed by the HWCP Committee.

Position Title

HWCP Program Officer

Position Description

A Program Officer will provide information, advice and assistance to companies wanting to become Accredited/Signatories to the HWCP. A Program Officer will document supply chains and liaise with Compliance Officers to ensure ongoing compliance of participating companies. A Program Officer will also assist with the public promotion of the 'No Sweat Shop' label. They will need to be able to work independently and as part of a committed and diverse program team.

Position Title

HWCP Administrative Officer

Position Description

The Administrative Officer is responsible for the HWCP's administration and maintenance of all data management systems as well providing support to the HWCP project team.

Position Title

Finance Officer

Position Description

The Finance Officer is responsible for the organisation's financial management and reporting.