



## New South Wales Teachers Federation

a branch of the Australian Education Union  
AEU NSW Teachers Federation Branch ABN 86 600 150 697



### RESEARCH/INDUSTRIAL OFFICERS (4)

Research/Industrial Officers will have responsibility to:

- a. Research, prepare, present and advocate collective claims (and, when agreed, on authority from the General Secretary and the Legal Cases Committee, individual claims) concerned with salaries, pay, allowances, working conditions and industrial matters including before relevant industrial and other tribunals;
- b. Research, prepare, present and negotiate awards and enterprise agreements on salaries, working conditions and industrial matters in consultation with other appropriate Officers;
- c. Research comparative salary and working conditions of teachers and other professional and industrial groups;
- d. Research and produce for membership information, relevant data on salary and working conditions, for development within the teaching service and the community generally;
- e. Provide advice on matters that are being considered for referral to the Industrial Commission or other relevant bodies;
- f. Prepare surveys and/or provide analyses of local and overseas reports on educational and economic relevance to the work of Federation;
- g. Analyse all aspects of government and private sector finance of relevance to the funding of the educational and/or economic welfare of the membership of Federation;
- h. Maintain files and historical and current material on all issues, educational and economic, local, interstate and overseas, that could become relevant to Federation needs;
- i. Provide appropriate support for Federation's involvement in relevant professional and educational issues. This is to include the conduct of research, preparation of background papers, initiation of policy proposals in consultation with appropriate Federation bodies and liaison with members involved in these areas;
- j. Have responsibility for the coordination of work health and safety issues; and
- k. The duties of one Industrial Officer will also include primary responsibility for work health and safety. While the section maintains specialist Officer Positions, the Deputy Secretary may allocate to Officers work from another specialist area.

Research and preparation of materials relating to the political economy of women and the integration of this material within the mainstream activities of the Federation will be done in conjunction with the Women's Coordinator.

While Officers are generally elected to specialised positions, Officers may be required to undertake other duties as requested by the General Secretary. Professional Officers and Officers under the Act are expected to understand the major campaigns being pursued by the various sectors of the union from time to time. All Officers are expected to be able to assist members to obtain information or services from the union and to have a working knowledge of the major awards, agreements, determinations and regulations that cover the membership of Federation.

Professional Officers and Officers under the Act may be required to work hours that take into account the extended hours of operation of some work sites.

Recruitment of members is a priority for the Federation and a responsibility of all Officers.

Federation recognises its obligation to ensure that information is available and that Officers are trained in order to achieve this requirement.

The General Secretary position and the four Deputy Secretary positions are Officers under the Act and the Rules of the organisation and their election is undertaken by the Australian Electoral Commission.

## Duties common to all Professional Officers (2019–2021)

As Professional Officers are elected by Branch Council and responsible to the General Secretary for the implementation of the decisions of Branch Conference, Branch Council and Branch Executive, all Officers are required to:

- a. Attend Branch Conference, Branch Council and Officers' meetings, whenever not prevented by carrying out other duties, and attend Branch Executive when possible and appropriate, to provide reports and advice to the Branch Executive;
- b. Participate in campaigns;
- c. Maintain close relationships with the membership and assist them with issues related to their employment. This will include participation in rosters as negotiated, including phone duties, where Officers may be required to participate at least four hours per fortnight (Professional Support Officers are exempt from the phone duty roster);
- d. Recruit new members as a continuous part of their work;
- e. Address school, college and Association meetings when required by the General Secretary;
- f. Irrespective of the elected area of responsibility, the General Secretary may require an Officer to service any other area as the need arises;
- g. Be assigned to assist the activities of a Committee or Special Interest Group within the Federation by attending its meetings and providing liaison between the Committee/SIG and the Federation office;
- h. Address the demands of the priority campaigns of Federation. All Officers may, from time to time, be required by the General Secretary to work outside the duties specified in the duty statement for the position held. For a specified period of time, this may involve performing duties outlined in the duty statements of other Officers;
- i. In order to comply with NESA accreditation requirements and meet the Australian Professional Standards for Teachers, Professional Officers and Officers under the Act will be required to engage with a negotiated Performance and Development Framework over time