



New South Wales Teachers Federation

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



TRADE UNION TRAINING OFFICER (1)

The Trade Union Training Officer will have responsibility to:

- a. Organise, promote and conduct Federation Trade Union Training (TUT) courses and to encourage members to be involved in developing courses as required;
- b. Be responsible for the administration required to conduct all courses, including women's courses, that is, liaising with the employing authorities, receiving all applications, advising applicants, supervising reimbursements to members and regional offices;
- c. Organise and promote membership access to TUT courses;
- d. Organise the development, collection and dissemination of educational materials relating to courses and to broader issues affecting the union and the labour movement;
- e. Conduct union education sessions for Associations and schools as approved by the Deputy Secretary (Communications and Administration) or General Secretary;
- f. Assist the appropriate Deputy Secretary to organise training courses for the Professional Officers of Federation;
- g. Be responsible, in conjunction with the General Secretary, for international visitors to Federation;
- h. Be responsible for the use of the website for the delivery of courses, and expanded training opportunities for members;
- i. Work with the Membership and Training Officer and other Officers as appropriate to develop and deliver courses that facilitate and increase the recruitment of members;
- j. Coordinate the work of the Project Officers in consultation with the Membership and Training Officer;
- k. Liaise with other Officers as appropriate in the delivery of the New Activists program; and
- l. Be the Officer responsible for contact with NESAs in relation to Federation's status as an endorsed provider and maintenance of appropriate course participation records.

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 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 (2022 - 2024)

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:

1. 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;
2. Participate in campaigns;
3. 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);
4. Recruit new members as a continuous part of their work;
5. Address school, college and Association meetings when required by the General Secretary;
6. Irrespective of the elected area of responsibility, the General Secretary may require an Officer to service any other area as the need arises;
7. Be assigned to assist the activities of a Committee or Special Interest Group within Federation by attending its meetings and providing liaison between the Committee/SIG and the Federation office;
8. 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;
9. 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.