

Officers' job descriptions

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 General Council and responsible to the General Secretary for the implementation of the decisions of General Conference, General Council and General Executive, all Officers are required to:

- a) Attend General Conference, General Council and Officers' meetings, whenever not prevented by carrying out other duties, and attend General Executive when possible and appropriate, to provide reports and advice to the General 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.

Organisers — Schools

City Organisers (9)

Country Organisers (12)

Organisers are responsible for carrying out the general work of organising within Federation, including the recruitment of members.

Organisers are assigned to specific, geographic areas and are responsible for promoting and defending the collective and individual industrial rights and working conditions of members.

Organisers may be allocated responsibility for a specialist area as part of their duties. The list below is indicative of these areas or projects. Work in these areas may be allocated either on a permanent basis or on a project basis.

At times, Organisers may be required to travel to other parts of the state and/or service other sections of the membership as deemed necessary by the General Secretary.

It is expected that all Officers designated as Organisers shall have a current NSW driver's licence.

In implementing the decisions of General Conference, General Council and General Executive, all Organisers shall:

- a) Attend Federation meetings on request and by arrangement;
- b) Recruit members in all workplaces;
- c) Attend and report to Associations, where practicable;
- d) Liaise with Federation

Representatives, Women's Contacts and Workplace Committee members around workplace issues by discussion with appropriate persons including the principal;

e) Attend consultation sessions at local and central level including those with employing authorities, departments, and Members of Parliament;

f) In consultation with the Senior Officers, organise and respond to media publicity on Federation policy and local issues;

g) Attend and speak at meetings of parents and other community organisations about Federation and its policies and/or campaigns;

h) Assist and advise individual members about problems related to their employment and actively deal with these issues in consultation with Federation's Professional Support Officers;

i) Be responsible for the handling of industrial disputes, and where required, seek assistance from the appropriate Deputy Secretary or Senior Officers. This may include advocacy in the Industrial Relations Commission, Fair Work Commission or other appropriate tribunals as well as briefing other appropriate Officers and legal representatives in such matters;

j) Report to the Deputy Secretary (Schools) on a regular basis about the number of workplace visits, members recruited or upgraded, members trained/and/or activated in Federation's campaigns and activities, so that the Deputy Secretary (Schools) can create a report for General Executive;

k) Liaise with provincial labour councils; and

l) Support schools and other workplaces as appropriate in work health and safety matters.

Specialist areas

The following list is indicative of the areas of responsibility or project areas that will be allocated to Organisers on a permanent or project basis.

1. special education
2. small schools
3. central schools
4. OCAA
5. school counsellors
6. casual and temporary teachers
7. low socio-economic status equity areas
8. industrial practice
9. such other areas as may arise from time to time.

The General Secretary, in consultation with the Deputy Secretary (Schools) and Organisers, will allocate responsibility for a specialist area or project to Organisers.

Responsibilities in these categories are as follows:

- a) Research on issues affecting the specialist area and the development of Federation policy;
- b) Attend meetings as agreed to by the General Secretary or Deputy Secretary;
- c) Where necessary, attend consultation sessions at district and central level;
- d) Attend and speak at, meetings of parents and other community organisations, where appropriate;
- e) Liaise with associated organisations, as required.

The General Secretary will ensure that Organisers are assisted by Research/Industrial Officers in negotiations with the employers concerning specialist areas.

Industrial matters relating to these groups, such as developing logs of claims, award applications and compulsory conferences before industrial tribunals, shall be the responsibility of Research/Industrial Officers.

Organisers – Country

1. The Federation currently maintains regional offices at Bathurst, Dubbo, Lismore, Newcastle, Port Macquarie, Queanbeyan, Tamworth, Wagga Wagga and Wollongong with 12 Country Organisers located around the state.
2. The General Secretary shall determine the area where Country Organisers serve. When making the allocation, the General Secretary shall consider individual circumstances including the

region from which each candidate for Country Organiser stood for election. However, candidature for the position must be on the understanding that appointment is conditional on an acceptance of the necessity to relocate within the Organising area and within a reasonable distance from the office. Any relocation, including transfer costs consistent with the Transferred Officers Determination available to teachers, will be negotiated with the successful candidates involved.

3. All Country Organisers, apart from their allocated schools, will have other local workplaces (such as TAFE colleges and other post-schools workplaces as well as Corrective Services) in which they will assist and advise individual members with problems related to their employment. This task will be done with specialist support from the post-schools unit.

TAFE Organisers (3)

In the context of TAFE, Corrective Services and other areas of vocational education and training, TAFE Organisers will undertake the duties as outlined for City and Country Organisers in the schools sector above.

TAFE Organisers will have responsibility to:

- a) Be responsible for members in post-school education, including TAFE and Corrective Services, and to have a working knowledge of the salaries and conditions of other groups within the Post-School Education unit. To represent part-time casual teachers and teachers who work at night in TAFE and to protect and enhance their working conditions;
- b) Represent members, when appropriate, in negotiations with the relevant departments, employing authorities and other bodies;
- c) Provide specialist support to other Officers in the organisation and to assist in the transition over the next triennium for Organisers to deal with individual working conditions, issues and the skill development to be able to service and campaign for our members in the post-schools area;
- d) Undertake recruitment of members, especially part-time casual teachers, as a high priority duty;

e) To support Federation Industrial Officers with the post-school members' industrial instruments. The allocation of TAFE Organisers' areas of responsibility shall be finalised by negotiation between the General Secretary, the Deputy Secretary (Post School Education) and the Officers concerned. This could include allocation of specialist duties, which may change from time to time.

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.

Professional Support Officers (5)

Professional Support Officers will have responsibility to:

- a) Provide advice to members about problems related to their employment and working conditions. This advice is to be initiated through correspondence, telephone calls, emails and interviews with members;
- b) Liaise with other Officers (in particular with Organisers and the Research/Industrial/Professional Support team) about such matters;
- c) Keep appropriate and updated records (electronic and others) about all interactions with members, employers, legal representatives;
- d) Be responsible for the development and creation of information leaflets for members about employment and working conditions and any changes to them. This task will require liaising with the Deputy Secretary (Research/Industrial and Professional Support) and referring some matters to an appropriate Officer, Deputy Secretary and/or the General Secretary for input;
- e) Act as the Duty Professional Support Officer on a rostered basis;

f) As part of their role, Professional Support Officers will have a caseload of legal cases. As well as preparing the appropriate précis and recommendations for the Legal Cases Committee, they will, as required, write briefs about particular legal cases for the purpose of consideration by Industrial Officers or legal representatives as appropriate;

g) Attend the Legal Cases Committee meetings to provide information to the Deputy Secretary (Research/Industrial and Professional Support) who will act as the Legal Cases Secretary; and

h) Represent members, when appropriate, in negotiations with the relevant Departments, employing authorities and other bodies.

Communications and Online Coordinator (1)

The Communications and Online Coordinator will have responsibility to:

a) Be responsible for the content, appearance and quality of Federation's publications. This material to include the journal *Education*, bulletins, leaflets, brochures, posters, kits and other materials as appropriate;

b) Write and edit material for Federation's publications including, as appropriate, the Federation's website;

c) Consult with Senior Officers and Professional Officers, as appropriate, on the content of Federation's publications including, as appropriate, Federation's website;

d) Be responsible to the Deputy Secretary (Communications and Administration) for the work organisation of staff within the Publications and online communications section;

e) Liaise with consultants when required by Federation in the area of publications;

f) Review the effectiveness of Federation's publications;

g) Assist the Deputy Secretary (Communications and Administration) with negotiation and control over Federation's external printing requirements and contracts;

h) In consultation with the Deputy Secretaries, determine the organisation of internal printing for

matters within their areas of responsibility;

i) In consultation with the Senior Officers, analyse the media daily and assist, advise and prepare appropriate responses and media releases;

j) Liaise with and prepare appropriate material for press, radio and television (city and country);

k) Arrange and prepare for Federation press conferences;

l) Assist in the preparation of publicity material;

m) Maintain Federation's media records and systems;

n) Prepare speaker's notes/speeches as required by the Senior Officers;

o) Disseminate information from the Senior Officers to all Officers, especially field Officers during campaigns and negotiations;

p) Be responsible for media releases and electronic communication with the membership. The media section of the website will be a specific responsibility;

q) Prepare as appropriate, material for Federation's website, including the production of vodcasts, blogs, Wikis, web forums and other forms of social media;

r) Work with the Deputy Secretary (Communications and Administration) and the appropriate staff to deliver and maintain Federation's website and to prepare material for publication on the website; and

s) In conjunction with the Deputy Secretary (Communications and Administration) develop new forms of campaigning via new technology.

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.

Women's Coordinator (1)

The Women's Coordinator will have responsibility to:

a) Work in an educative and organising capacity to promote the involvement of women members in Federation activities;

b) Organise Women's Contacts in schools, colleges and Associations and coordinate local actions on gender equality;

c) Research on issues related to gender equality;

d) Produce the *Women's Newsletter*;

e) Organise the Women's Conference;

f) Advise the union on affirmative action and equal employment

opportunity matters for all sectors of the union's membership;

g) Assist in the affirmative action and equal employment opportunity campaigns in consultation with the appropriate Deputy Secretaries;

h) Assist with the training of Officers on affirmative action and equal employment opportunity matters;

i) Assist the General Secretary with regard to the union's compliance with equal employment opportunity, affirmative action and other discrimination legislation as it affects the union as an employer;

j) Visit schools and Associations on a systematic basis to further the union's policy in these areas;

k) Assist, and where necessary, advocate with employers or before appropriate tribunals cases involving equal employment opportunity and affirmative action;

l) Organise TUT courses for women members and Officers in conjunction with the Trade Union Training Officer;

m) Liaise with the Australian Education Union and other unions on improving gender equality for members;

n) Coordinate the Anna Stewart Program, including the convening of the Women's and Anna Stewart Committee;

o) Assist in the development of materials/courses for the recruitment of permanent and casual members;

p) Work with the Trade Union Training Officer, as appropriate, in the development and delivery of Beginning Teachers conferences and Beginning Teachers courses with an emphasis on the needs of women members; and

q) Liaise with the Aboriginal Education Coordinator, Multicultural Officer and other Officers as appropriate, on issues of equality of access, opportunity and outcomes for members experiencing intersection of multiple forms of disadvantage.

Multicultural Officer/ Organiser (1)

The Multicultural Officer will have responsibility to:

a) Attend consultations with AMES/TAFE and other bodies as

providers of Adult Migrant English as requested by the General Secretary or appropriate Deputy Secretary;

b) Advise the union on policy matters in relation to multicultural/migrant/refugee education in schools, Saturday schools and post-school sectors;

c) Develop regular plans of action for discussion with the Senior Officers dealing with Federation's relationships with ethnic communities and associated campaigns;

d) In consultation with the Senior Officers, respond to media publicity on multicultural education, in line with Federation policy, in the general and ethnic community media;

e) Coordinate anti-racism materials and campaigns, in consultation with the Aboriginal Education Coordinator;

f) Undertake the responsibilities for, and coordination of, all members in Intensive English and Saturday School Centres;

g) Attend and speak at meetings of parents and other community organisations; and

h) Carry out the functions of an Organiser in school education areas.

Aboriginal Education Coordinator (1)

The Aboriginal Education Coordinator will have responsibility to:

a) Respond to the needs of Aboriginal members in consultation with other appropriate Officers, including coordinating Aboriginal member recruitment drives and visits to universities targeting Aboriginal Future Teachers;

b) Organise the Aboriginal Members Conference;

c) Attend school, college and Association meetings on request and by appointment as agreed with the Deputy Secretary (Communications and Administration);

d) Coordinate a program of visits in consultation with the Deputy Secretary (Communications and Administration) and Organisers (City, Country and TAFE) during each year. In conjunction with the Organisers, submit a report to the Senior Officers outlining issues raised during the visits and suggesting appropriate recommendations for support or action

to be taken on these matters;

e) Organise consultations with Federation NESA Syllabus Committee members on matters relevant to Aboriginal education;

f) Be the Federation nominee to the NESA President's Committee on Aboriginal Education;

g) Negotiate with the Department of Education at both regional and central level on issues relevant to Aboriginal education in association with other relevant Officers;

h) Negotiate with Corrective Services/Juvenile Justice on issues relevant to Aboriginal education in consultation with other relevant Officers;

i) Coordinate with the Trade Union Training Officer an Aboriginal component for an equity program TUT course;

j) Provide an Aboriginal perspective on union issues for members and Officers;

k) Produce an Aboriginal education newsletter;

l) Coordinate Federation representation at celebrations during the National Aborigines and Islanders Day Observance Committee (NAIDOC) Week;

m) Respond to relevant national and state documents on Aboriginal education;

n) Liaise with the Australian Education Union and other unions on improving the status of Aboriginal and Torres Strait Island members;

o) Attend Australian Education Union meetings and take appropriate action with Aboriginal issues relevant to NSW;

p) Coordinate Federation's consultation processes with the Aboriginal Education Consultative Group Inc at a state, regional and local level;

q) Work with Federation's Women's Coordinator to address Aboriginal gender issues;

r) Deal with issues in relation to racism;

s) Assist in the development of Aboriginal materials/resources for campaigns and the recruitment of Aboriginal members; and

t) Liaise with Aboriginal Inter-agencies to develop connections with Aboriginal members across the state and nationally.

Membership and Training Officer (1)

The Membership and Training Officer will have responsibility to:

a) Work with the Deputy Secretary (Communications and Administration) to develop recruitment and retention strategies;

b) Work in association with the Trade Union Training Officer with trainees in promoting their membership of the Federation and protecting their interests;

c) Develop and coordinate strategies for the recruitment and servicing of casual and part-time and unemployed teachers in the school's sector;

d) Be the Officer responsible for the coordination and development of the work of other Officers in the areas of recruitment and retention in consultation with the appropriate Deputy Secretaries;

e) Work with the Trade Union Training Officer and other Officers, as appropriate, in the development and delivery of Beginning Teachers conferences and Beginning Teachers courses;

f) Work with the Trade Union Training Officer and other Officers, as appropriate, in the development and delivery of the program of work for the Project Officers;

g) Coordinate and run graduate recruitment seminars and university workshops in consultation with the Trade Union Training Officer, Women's Coordinator and Aboriginal Education Coordinator;

h) Assist the Trade Union Training Officer, as appropriate, with training, especially when it relates to the areas of recruitment and membership; and

i) Work with the Deputy Secretary (Communications and Administration) and other Officers, as appropriate, to ensure that members transfer their payment of Federation fees from a payroll deduction process to an appropriate form of direct payment.