



New South Wales Teachers Federation

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



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.

TAFE Organisers will have responsibility to:

- a. 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.

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.

