

Position Description Deputy Secretary (Communications and Administration)

The Deputy Secretary (Communications and Administration) is to be directly involved in the performance of the duties allocated to his/her unit.

On behalf of the General Secretary, to exercise the General Secretary's powers in relation to:

- a) The administration of the Federation including Federation records, printing and distribution of Federation material, and general staff liaison.
- b) Be responsible for planning, leading, assisting and organising the work of Officers and staff within his/her sphere of responsibility.
- c) To coordinate the organisation of Annual Conference, Council and Executive, special conferences, meetings and seminars in conjunction with other appropriate Officers.
- d) The implementation of Annual Conference, Executive and Council decisions.
- e) The supervision of membership records and general records system.
- f) To have overall responsibility for conduct of all Federation ballots, except Administrative Officer elections.
- g) To be responsible for ensuring that Federation Committees and Special Interest Groups have the administrative assistance to function effectively.
- h) To oversee the administrative work associated with Officer leave, work rosters, and other conditions of employment.
- i) Ensuring that priorities as set down by the Senior Officers, Executive, Council and Conference are carried out in the areas covered by the Officers listed below.
- j) To act as a Secretary of the Rules and Structures Committee.
- k) To consult with the appropriate Officers and staff on the introduction and operation of technology in the Federation including information systems.
- l) The organisation and implementation of training for Officers and staff in consultation with the appropriate Officers and staff.
- m) To monitor Federation representation on external committees, arranging elections for these committees when necessary, and filling vacancies as they occur.
- n) To coordinate the Teachers Federation's communication strategy with particular emphasis on the website and Social Media.
- o) The Deputy Secretary (Communications and Administration) salary and rate of pay is set at deputy principal secondary rate, plus relevant allowances.

Officers and staff responsible to the Deputy Secretary (Communications and Administration):

- Communications Officer
- Aboriginal Education Coordinator
- Women's Coordinator
- Trade Union Training Officer
- Membership and Training Officer
- All clerical support staff allocated to support these Officers and clerical staff directly supporting the Senior Officers.