

POSITION DESCRIPTION

TITLE:	DIVISION INDUSTRIAL ORGANISER
CLASSIFICATION:	NTEU LEVEL 6
LOCATION:	RELEVANT DIVISION OFFICE
RESPONSIBLE TO:	DIVISION SECRETARY
REPORTS TO:	DIVISION SECRETARY

POSITION OBJECTIVE:

Under broad direction, and as part of a Division Organising and/or Industrial Team, take full responsibility for the completion of assigned organising, campaign, industrial and recruitment tasks or projects. The position will work directly with Division Officers, the Division Council, Branch Officers, Branch Committees and relevant Branch, Division and National NTEU staff.

TYPICAL DUTIES:

1. Provide advice and assistance to the Division and Branches, on organising, recruitment and campaign matters.
 2. Plan, develop and execute State-wide and/or Branch-based campaigns on professional, public policy and recruitment matters.
 3. Develop, maintain, manipulate and modify member and non-member databases for recruitment, publication distribution and campaign purposes.
 4. Write and prepare campaign materials.
 5. Maintain and service State-wide delegates' and other activists' networks, and prepare papers and information for delegates.
 6. Research, prepare, negotiate and/or advocate cases with university management or in university bodies and industrial tribunals generally as part of a team, but alone on less complex or non-strategic matters.
 7. Provide support and advice to Branch delegates' and activists' networks, and Branch Organising staff.
 8. Provide Branches with industrial, campaign and recruitment support for Enterprise Bargaining, including OHS and Work Cover related matters.
 9. Develop and deliver recruitment and campaign training.
 10. Conduct research, prepare papers and reports on organising and campaign matters, and provide articles, information and ideas for Union publications.
 11. Attend regular meetings of Officers and staff, meetings of members and relevant Branch, Division or National bodies.
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12. Support Committees and Working Parties and other representative fora relevant to the Division or Branches.
13. Monitor trends and initiate reports on matters of interest and precedent to the organisation.
14. Other relevant duties as directed.

KEY RELATIONSHIPS:

Division Officers
Division Council
Branch Presidents
Branch Organisers
Industrial Officers and Other Division Organisers
NTEU National Office