

POSITION DESCRIPTION

TITLE:	DIVISION ORGANISER
CLASSIFICATION:	NTEU LEVEL 5/6
LOCATION:	DIVISION OFFICE OR RELEVANT BRANCH OFFICE
RESPONSIBLE TO:	DIVISION SECRETARY
REPORTS TO:	SENIOR STATE ORGANISER or DIVISION SECRETARY

POSITION OBJECTIVE:

Under general/**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 staff.

TYPICAL DUTIES:

1. **Propose, organise, and** undertake Division-wide and/or Branch-based recruitment and campaign activities.
2. **Team coordination and management of staff at a lower level where required (in which case the designation “Lead” will apply).**
3. **Develop**, maintain, manipulate, and modify member and non-member databases for recruitment, publication distribution and campaign purposes.
4. Write, produce, and distribute newsletters, campaign, and other material to members.
5. **Establish**, maintain and service Division-wide delegates’ and other activists’ networks, and prepare papers and information for delegates.
6. Provide the Division and Branches with campaign and recruitment support for Enterprise Bargaining, industrial disputes, and workplace issues.
7. **Develop and** deliver recruitment and campaign training.
8. Conduct research, prepare papers and reports on organising and campaign matters, and provide articles, information, and ideas for Union publications.
9. With support and advice from relevant Divisions or National staff, maintain and edit Division and (where necessary) Branch websites.
10. With support and advice, assist with industrial issues as required.
11. Other relevant duties as directed.

KEY RELATIONSHIPS:

Senior State Organiser (where applicable)

Division Council

Division Officers

Branch Presidents

Other Division staff

DIVISION ORGANISER WA DIVISION – SELECTION CRITERIA

POSITION SUMMARY:

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

ESSENTIAL SELECTION CRITERIA

- A strong and demonstrable commitment to trade unionism.
- High level of oral and written communication skills, and the ability to work collaboratively and consultatively to achieve outcomes.
- Considerable demonstrable experience in union/community organising and recruitment.
- Demonstrated expertise and capacity in workplace leader identification and delegate development.
- Experience in responding to individual workplace grievances or community concerns.
- Experience working in universities or broad knowledge of the role, function and operation of universities and the industrial and professional issues affecting tertiary education workers.
- Demonstrated ability to use initiative to resolve problems/challenges.
- Demonstrated ability to organise and prioritise workload to meet deadlines.
- Demonstrated ability to maintain confidentiality and exercise independent judgment, discretion and initiative.
- Demonstrated administrative skills and excellent computer literacy skills with applications such as Microsoft Word and Excel.

DESIRABLE SELECTION CRITERIA

- Competence in preparing and delivering education and training.
- Demonstrated expertise in development of publications and communications.
- Demonstrated contribution to enterprise bargaining negotiation or campaigning.
- Experience of working effectively with other stakeholders in the union movement.
- Proven team leadership capacity.

PERFORMANCE MANAGEMENT:

The probation period will be 6 months. Work performance will be managed by the WA Division Secretary and the Senior State Organiser.

RESPONSIBILITIES:

The successful applicant will be able to work independently to complete required organising tasks and also work as part of a team to assist in the Union's industrial and campaign work.

The position may be appointed at the NTEU level 5 or 6 depending on skills and experience. Whilst the overall duties of the position are common the level of expertise and responsibility will vary depending on the level of appointment.