

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>ORGANISER</b>
<b>CLASSIFICATION:</b>	NTEU LEVEL 5/6
<b>LOCATION:</b>	DIVISION OR NATIONAL OFFICE
<b>RESPONSIBLE TO:</b>	GENERAL SECRETARY
<b>REPORTS TO:</b>	SENIOR ORGANISER

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### POSITION OBJECTIVE:

Under general/**broad** direction, and as part of an Organising Team, take **full** responsibility for the completion of assigned organising, campaign, industrial and recruitment tasks, or projects.

### TYPICAL DUTIES:

1. **Propose, organise, and** undertake recruitment and campaign activities particularly within the private higher education and medical research institutes sector.
2. **Develop**, maintain, manipulate, and modify member and non-member databases for recruitment, publication distribution and campaign purposes.
3. Write, produce, and distribute newsletters, campaign, and other material to members.
4. **Establish**, maintain and service delegates' and other activists' networks, and prepare papers and information for delegates.
5. **Develop and** deliver recruitment and campaign training.
6. Conduct research, prepare papers and reports on organising and campaign matters, and provide articles, information, and ideas for Union publications.
7. With support and advice from relevant staff, maintain and edit relevant websites.
8. With support and advice, assist with industrial issues as required.
9. Other relevant duties as directed.

**KEY RELATIONSHIPS:**

Senior Organiser

General Secretary

Other relevant Organisers and Industrial Officers

National Organising, Campaigning and Communications Staff

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>INDUSTRIAL ORGANISER</b>
<b>CLASSIFICATION:</b>	NTEU LEVEL 6
<b>LOCATION:</b>	DIVISION OR NATIONAL OFFICE
<b>RESPONSIBLE TO:</b>	GENERAL SECRETARY
<b>REPORTS TO:</b>	SENIOR ORGANISER

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### POSITION OBJECTIVE:

Under broad direction, and as part of an Organising and/or Industrial Team, take full responsibility for the completion of assigned organising, campaign, industrial and recruitment tasks or projects.

### TYPICAL DUTIES:

1. Provide advice and assistance to Branches on organising, recruitment and campaign matters, particularly within the private higher education and medical research institutes sector.
2. Plan, develop and execute 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 delegates and other activists networks, and prepare papers and information for delegates.
6. Research, prepare, negotiate and/or advocate cases with employers or in employer bodies and industrial tribunals generally as part of a team, but alone on less complex or non-strategic matters.
7. Attend regular meetings of Officers and staff, meetings of members and other relevant bodies.
8. Other relevant duties as directed.

### KEY RELATIONSHIPS:

Senior Organiser  
General Secretary  
Other relevant Organisers and Industrial Officers  
National Organising, Campaigning and Communications Staff

## **POSITION DESCRIPTION**

<b>TITLE:</b>	SENIOR ORGANISER
<b>CLASSIFICATION:</b>	NTEU LEVEL 7
<b>LOCATION:</b>	RELEVANT DIVISION OR NATIONAL OFFICE
<b>RESPONSIBLE TO:</b>	GENERAL SECRETARY
<b>REPORTS TO:</b>	GENERAL SECRETARY

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### **POSITION OBJECTIVE:**

Under broad direction, and as part of a strategic national project, manage and determine priorities, initiate action and take full responsibility for the completion of assigned organising, campaign, and recruitment tasks or projects. The position will provide leadership and coordination of other employees and provide detailed strategic and policy advice to the General Secretary, Division Officers and relevant Branch, Division and National staff.

### **TYPICAL DUTIES:**

1. Coordination and leadership of organising effort especially in relation to private higher education providers and medical research institutes, including skills development, strategic advice for and direction of relevant organisers in relation to recruitment activities, campaigns and organising plans, and reporting and advice to elected structures on those matters.
2. Maximise effective recruitment and retention strategies within the private providers and medical research institutes portfolio.
3. Work with the National Education and Training Officer to coordinate the delegates strategy within the private higher education and medical research institutes sector. This will include responsibility for the development and implementation of a training program for delegates.
4. Attend regular meetings of Officers and staff, meetings of members and relevant Division or National bodies.
5. Other duties as directed.

### **SELECTION CRITERIA:**

- Considerable demonstrable experience in union organising.
- Proven team leadership capacity.
- Demonstrated expertise and capacity in delegate development
- A strong and demonstrable commitment to trade unionism.

- Broad knowledge of industrial and professional issues affecting tertiary education workers

**KEY RELATIONSHIPS:**

General Secretary

Other National Officers

Other relevant Organisers and Industrial Officers

Division Secretaries

National Education and Training Officer

National Organising, Campaigning and Communications Staff