



Australian Education Union – ACT Branch
40 Brisbane Avenue, Barton ACT 2600
[PO Box 3042, Manuka ACT 2603]
Telephone: 02-62727900 Fax: 02-62731828

ATTENTION AEU MEMBERS:
Assistant to the Secretary [Professional] Vacancy
From Term 1 2011 to Term 1 2014

The Australian Education Union – ACT Branch invites applications for the above vacancy from members of the AEU, persons eligible to be members of the ACT Branch and officers or employees of AEU Branches and associated bodies. Members of the ACT Government Service are eligible to take LWOP from the employer to fill this position.

DUTIES OF THE POSITION INCLUDE:

1. Act for the Secretary as required.
2. Assist the Secretary in the provision of leadership to the Branch.
3. Manage the professional research needs of the Branch.
4. Facilitate and promote the active involvement of women members in Branch forums and the general affairs of the Branch.
5. Oversee the educational, social justice and equity issues for the benefit of members.
6. Provide leadership in curriculum and professional issues.
7. Co-ordinate, in conjunction with the Assistant to the Secretary [Industrial] the organising work of the Union.
8. Co-ordinate, in conjunction with the Assistant to the Secretary [Industrial], the training needs of the Officers, Sub-Branch Executive and members.
9. Supervise the development and implementation of the training program of the Branch.
10. Assist with the implementation of Council and Branch Executive decisions.
11. Attend Branch Executive, Council and all Mass and Stopwork Meetings.
12. Prepare relevant reports and appropriate articles for the journal and Annual Report.
13. Assist the Secretary as required.

SELECTION CRITERIA:

1. Ability to provide leadership in an education union context.
2. Demonstrated commitment to public education.
3. High level management and organisational skills.
4. High level communication skills – both written and oral.
5. High level professional research skills.
6. Ability to provide educational leadership in curriculum and professional issues.
7. Knowledge, expertise and demonstrated commitment to the area of women's issues in a union and educational context.
8. Expertise in the area of professional development and training.

CONDITIONS:

- Leave:** 4 weeks per year plus 20 days per year compensation for required attendance at Executive and Council meetings and other activities outside normal hours.
- Salary:** \$96,628 [currently equivalent to SLB]
- Superannuation:** Teaching Service Officers are able to maintain membership of the Commonwealth Superannuation Fund or the Public Sector Superannuation Fund. A private superannuation fund is available for non government employees.
- Salary Packaging:** Will be available to the successful applicant once arrangements are approved by Executive.

Motor vehicle arrangements are currently under review and will be finalised prior to commencement of duty.

THE AEU'S OBJECTS INCLUDE:

- To obtain and secure for its members the best possible conditions and proper and sufficient remuneration and to guard them against any hardship, oppression or injustice in connection with their employment.
- To foster, protect and promote the interests of government and public education, including kindergarten and preschool education, infants and primary education, secondary education, technical and further education, education at universities and colleges of advanced education and recurrent education.

Consequently, applicants should have a strong commitment to public education. **Applications written to the selection criteria, together with a CV, should be forwarded to the Secretary to arrive no later than 4:30 pm on Monday 13 September 2010. No late applications will be accepted.**

Applicants will be required to provide an application written to the Selection Criteria with a CV no later than 4:30pm on Monday 13 September 2010. The applications will be considered by a Sub-Committee of Branch Executive on 14 September 2010 prior to the Sub-Committee putting forward to 18 September Branch Council the names of all applicants deemed suitable for the position. If only one applicant is deemed suitable for the position, the Sub-Committee will provide to the Branch Council meeting a brief written report outlining its reasons for recommending the appointment of that applicant.

Election will take place at September Branch Council after each applicant has been given the opportunity to address Councillors for not more than 5 minutes on their application. A period of question time will also be set aside prior to voting.

Successful applicants will be eligible to stand for re-election for subsequent terms of office.

For further information please contact the Secretary on 6272-7900.



PENNY GILMOUR
Branch Secretary

12 August 2010