



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:
Part-time Branch Organiser [Schools] Vacancy
0.4 load working Mondays and Fridays
From Term 4 2010 to Term 1 2012

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.

DUTY OF THE POSITION INCLUDE:

1. Responsible for the day-to-day organisation of the membership in preschools, schools and colleges, including matters relating to OH&S.
2. Facilitate the effective participation of members within all Union structures and activities.
3. Facilitate implementation of policy and other decisions of the Branch forums.
4. Assist in the development and implementation of training for membership in any areas of identified need.
5. Provide advice/support to individual members experiencing problems in their employment and negotiate on their behalf with the employer.
6. Recruit new members and support the retention of current members.
7. Organise/support specific committees at the direction of the Secretary or Branch Executive.
8. Attend Branch Executive, Council and all Mass or Stopwork Meetings.
9. Prepare relevant reports to Executive and Branch Council and appropriate information for distribution to the membership.
10. Provide research support as required.
11. Undertake other duties as directed by the Secretary or Branch Executive.

SELECTION CRITERIA:

1. Demonstrated understanding of the professional and industrial issues that exist in schools.
2. Demonstrated commitment to public education and trade union principles.
3. High level communication skills – both written and oral.
4. High level capacity to identify issues and to work to their resolution.
5. High level capacity to work as a member of a team in a professional environment.
6. High level expertise in the delivery of professional development and training.
7. High level negotiation/mediation skills.

CONDITIONS:

- Leave:** Pro-rata based on 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:** Pro-rata based on \$90,413 pa [currently equivalent to SLC]

- Superannuation:** Teaching Service Officers are able to maintain membership of a Commonwealth 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 the 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 and tertiary 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.**

The applications will be considered by a Sub-Committee of Branch Executive on 14 September 2010 and endorsed by Executive prior to the Sub-Committee putting forward to 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 [Saturday 18 September] 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

1 September 2010