



Offices in Toowoomba, Bundaberg, Darwin, Sunshine Coast and Townsville

Registered office  
346 Turbot Street  
SPRING HILL QLD 4000

[www.ieugnt.org.au](http://www.ieugnt.org.au)  
Email: [enquiries@ieugnt.org.au](mailto:enquiries@ieugnt.org.au)

All correspondence to:  
PO Box 418  
FORTITUDE VALLEY QLD 4006  
Telephone (07)3839 7020  
Facsimile: (07) 3839 7021  
Freecall 1800 177 937 QLD  
Freecall 1800 351 996 NT

## BRANCH ORGANISER

### POSITION DESCRIPTION

#### Position details

<b>Position term:</b> Fixed-term	<b>Closing date:</b> 4pm Wednesday 3 March 2021
<b>Position status:</b> Full-time	A current driver's licence is required.
<b>Position location:</b> Brisbane	<b>Applications to:</b> Human Resources Officer <a href="mailto:mcampanini@ieugnt.org.au">mcampanini@ieugnt.org.au</a>

#### Role purpose

Our union is a progressive future-focused union that has grasped the need to change the way it represents Members from a service-oriented approach to an organising approach designed to build and maintain union strength.

An Organiser is to be appointed for a fixed term to support members in the Moreton Branch and parts of nearby branches. The position will be based in the Spring Hill office; however, worksites in this branch are located throughout the Ipswich area and western suburbs of Brisbane.

The fixed term will commence as soon as possible and conclude on 25 January 2022.

The person appointed will be charged with a key responsibility to energise the professional and industrial activity of members within the allocated schools and worksites.

The Organiser is expected to collaborate with other officers as appropriate in the performance of the role and associated duties.

The role of the Organiser is to assist members to build their collective strength and power by:

- recruiting members to build membership density
- educating members about the issues before them and educating them about how to respond to these
- developing and practising collective activities to build a union (collective) culture.

## **Reporting relationships**

The Organiser is immediately responsible to a designated elected Assistant Secretary and ultimately responsible to the Branch Secretary.

## **Duties and Responsibilities**

In a challenging industrial environment, our union is prepared to adopt flexible approaches to maintain its relevance and promote member activism in response to workplace and individual member issues. A commitment to recruitment and the development of collective activism is crucial to our future as a union.

In this role you will:

- assist members in the development and implementation of recruitment and organising plans
- directly recruit members and participate in membership recruitment activities
- conduct workplace visits
- support collective bargaining negotiations and utilise bargaining to build Chapter strength
- establish and maintain regular contact with Chapter Representatives and Chapter Executive members
- ensure the formation of the Chapter Executive in each workplace (including succession planning) and assist in the development of the Chapter Executive as a Workplace Organising Committee
- train and develop Chapter and Branch Executives and members more broadly
- establish and carry out follow-up plans arising from training
- assist in the development and conduct of Chapter, Branch and sector campaign around identified professional and industrial issues and support the implementation of those plans
- undertake grievance handling for individual members and Chapters
- collaborate with fellow Organisers and other officers in the implementation of Branch/Sector wide campaigning activities
- identify and report on 'wins' for communicating to the membership and community
- support Chapters undertaking collective culture building activities and protected action
- contribute to a designated Committee to assist in the development and implementation of an agenda to complement the role of Organisers.

The Organiser will undertake a range of administrative tasks associated with this role and will be provided with clerical support to do so.

## **Selection Criteria**

We are looking for a person that has recent experience in schools and a well-developed understanding of the industrial and professional issues of current educational initiatives and reform.

Your application should specify your relevant qualifications and background and then address the following selection criteria:

1. Capacity to initiate, maintain and support member activism.
2. Demonstrated commitment to Unionism.
3. Outline of involvement in union activities and relevant training undertaken.
4. Excellent written and verbal communication and interpersonal skills.
5. Excellent organisational skills, including the ability to plan, prioritise and meet strict deadlines and manage multiple projects simultaneously.

Training and on-going support will be provided.

The potential to develop the above skills and abilities with training will be taken into consideration.

Regular travel to worksites throughout the designated branch is required as part of the role.

## **Additional information**

- Our union is committed to providing on-going professional development and training for its employees.
- Our union promotes a non-smoking lifestyle.
- Further information in relation to our union may be obtained from our website [www.ieuqnt.org.au](http://www.ieuqnt.org.au).

## BRANCH ORGANISER SALARY STRUCTURE AND CONDITIONS

1. The position is classified under the IEUA-QNT Officer Collective Agreement (2020) and all conditions of employment are contained in that document.
2. This position is designated in the range Graduate Step 1 to Level 2 Step 4 of the Officers' Salary Scale \$67,373 - \$99,090 p.a.
3. Appointment to a salary level will be made based on qualifications and experience.
4. Graduate appointment is within the range \$67,373 - \$76,038 p.a.
5. Highly experienced practitioners with demonstrated well developed knowledge and skill may be considered for appointment at Level 3 \$102,127 - \$112,828 p.a.
6. Other Conditions: (Prorated as applicable)

(a) Recreational Leave	6 weeks per annum
(b) Sick Leave	10 days per year
(c) Bereavement Leave	3-5 days depending on circumstances
(d) Carer's Leave	As per National Employment Standards
(e) Time off in Lieu	6 days per year (non-cumulative)
(f) Superannuation	SGC enhanced to 12% by our union. Additional employer contribution is based on an employee co-contribution.
(g) Mobile telephone	A mobile phone will be provided for business use consistent with union guidelines.
(h) Motor Vehicle	A vehicle for business use will be made available. Private use, if available, is within guidelines as amended from time to time. A post-tax contribution applies for private use.