



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

Registered office
346 Turbot Street
SPRING HILL QLD 4000

www.gieu.asn.au
Email: enquiries@gieu.asn.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

MEMBERSHIP OFFICER - LEVEL 3 POSITION DETAILS

Position details

| | |
|------------------------------------|---|
| Position term: Continuing | Closing date: 4pm – MON 9 March 2026 |
| Position status: Full-time | Email applications to: |
| Position location: Brisbane | Human Resources Officer mcampanini@ieuqnt.org.au |

An appointment may be made at level 4 for an applicant with previous experiencing leading a membership team and high-level experience in data entry, review and audit. A Level 4 Position Details pack is available upon request.

Role purpose

The role of a Level 3 Membership Officer involves the critical tasks of maintaining the membership database and processing membership payments.

The membership database underpins the work of our Union, and the integrity of this information is essential to the daily operations of our organisation. Therefore, the position requires precise, efficient, and high-level data entry, review and audit skills.

The position requires engagement with our members to provide accurate and timely membership advice to members both on the phone and in written correspondence.

An IEUA-QNT Membership Officer is required to work as part of a dynamic team to action the tasks associated with the continuous workflow of the membership department.

The work of our membership team ensures that we are well placed to develop our union as a strong and effective voice for employees in non-government schools.

Reporting relationships

A Level 3 Membership Officer is immediately responsible to a supervisor and ultimately responsible to the Branch Secretary or delegated Assistant Secretary.

Duties and Responsibilities

In this role your duties will include:

- Payment processing
- Providing detailed membership advice to Members
- Data entry, review and audit to maintain the membership database

A detailed and comprehensive position description will be provided on commencement.

Selection Criteria

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

1. High level knowledge with practical demonstration in Microsoft Office 365, specifically Word, Excel, and Outlook.
2. Accuracy and attention to detail in payment processing, data entry, review and audit.
3. A high degree of interpersonal and communication skills.
4. Ability to prioritise workflow.
5. Appreciation of union values.

Training and on-going support will be provided.

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.

LEVEL 3 MEMBERSHIP OFFICER SALARY STRUCTURE AND CONDITIONS

1. The position is classified under the IEUA-QNT Clerical Staff Collective Agreement 2024, and all conditions of employment are contained in that document.
2. This position is designated in the range Level 3 Step 1 to Level 4 Step 4 of the Clerical Wage Scale \$76,381 - \$94,779 p.a.
3. Appointment to a salary level will be made based on qualifications and experience. An appointment may be made at level 4 for an applicant with previous experiencing leading a membership team and high-level experience in data entry, review and audit.

4. Other Conditions:

| | |
|-----------------------|---|
| (a) Annual Leave | 4 weeks per annum |
| (b) Personal Leave | 15 days per year |
| (c) Bereavement Leave | 3-5 days depending on circumstances |
| (d) Carer's Leave | As per National Employment Standards |
| (e) Clerical Leave | 9 days per year |
| (f) Superannuation | 12.75% SGC paid by our union. Additional employer contribution is based on an employee co-contribution. |