Independent Education Union
Queensland and Northern Territory Branch

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

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INDUSTRIAL SERVICES OFFICER

INFORMATION PACKAGE

1. Background

- **Our Union - An Organising Union**

  The IEU-QNT is committed to be an organising union. The commitment to recruitment and the development of collective activism is crucial to our future as a union. We have identified several low membership areas which require considered recruitment strategies and membership development programs.

  Our union gives an emphasis to recruitment, along with the flexibility to develop with employees, appropriate strategies to address workplace issues.

- **Our Union – Core Values**

  Our union's core values as a union organisation are:

- Dignity, Respect and Decency
- Social Justice
- Sustainability
- Operating with trust and integrity
- High quality in all we do
- Dynamism – open to change, creating change, making change.
- Belief in the power of the collective

- **Union Members**

  IEU-QNT is a union of more than 16,000 members across Queensland and the Northern Territory. Members are drawn from the non-government education sector, which includes members from Catholic Systemic and Non-Systemic Schools, Anglican Systemic and Non-Systemic Schools, the Lutheran School System and Presbyterian and Methodist Schools Association, the various Grammar Schools, Christian Community Schools, stand-alone independent schools, the Early Childhood Sector (Kindergartens and Preschools) and members from private TAFE institutions, such as English Language Colleges and Business Colleges.

- **Union Coverage**

  The IEU-QNT is an industry union and has coverage of the non-government education sector generally. As an industry union, we cover not only teachers but also those who are ancillary to the educational activity in schools and these school officer members include clerical support staff, teachers' aides, laboratory assistants and the like. Principals of non-government schools who do not have the autonomous right to hire and dismiss employees are eligible for membership of our union. Services Staff including grounds staff may also join IEU-QNT.

- **Union Structure**

  IEU-QNT is governed by a Branch Executive which is currently made up of 29 members from the Queensland Division and five from the Northern Territory Division. The Branch Executive meets six times per year.

  Our union has an overall staff of approximately 45 persons.

  The registered office is in Spring Hill, Brisbane. Offices are also located in Toowoomba, Townsville, Bundaberg, Rockhampton, Darwin and on the Sunshine Coast.

- **Committee Structure**

  Our union has a broad industrial and educational agenda, and this is reflected in the following Committee structure:

  - Organising/Campaigning
  - Industrial
  - Education
  - Equity
  - Communications
  - International
  - Yubbah Action Group

  These Committees provide advice and recommendations to the Branch Executive, with Branch Executive members generally acting as Convenors.

- **Reconciliation**

  Our union has a Reconciliation Acton Plan (RAP) endorsed by Reconciliation Australia and supports the Uluru Statement and Voice to Parliament. Cultural Awareness programs are conducted as part of our RAP.

2. IEU-QNT Capability Framework

IEU-QNT is strongly committed to supporting and encouraging individual staff members to take ownership and have an enhanced focus on their contribution, capabilities and achievements and their ongoing professional development. This includes identifying career development goals and opportunities for professional development to enhance the delivery of outcomes and addressing gaps that have the potential to hinder achievement of career goals.

IEU-QNT has adopted a Capability Framework identifying organisational and role specific capabilities, coupled with individual role descriptions which identify the behaviours that employees are expected to both commit to and strive towards achieving. This Framework will allow IEU-QNT to identify and build upon its existing talent and support it to thrive into the future and continue to deliver high quality services to Members.

3. Application and selection process

Consistent with our Reconciliation Action Plan www.ieuqnt.org.au/RAP IEU-QNT is committed to employment of, and encourages applications from, First Nations people.

- **Application requirements**

A Position Description outlining the key duties of the position accompanies this Information Package.

Applications should be addressed to the Branch Secretary, Mr Terry Burke and must be marked 'Private and Confidential' and emailed to mcampanini@ieuqnt.org.au by the due date and time.

Applications should include:

- A cover letter of introduction of no more than one page, including a scanned signature and where you saw the position advertised.
- A current resume outlining your qualifications, range of experience and skills as well as contact details for two professional referees.
- A statement that addresses each of the key selection criteria as outlined in the position description. A maximum of 200 words per selection criteria must be adhered to. **Applications which do not address the selection criteria will not be considered.**

- **Selection Process**

Interviews will be scheduled for those shortlisted. A recommendation from the interview panel will go to the Governing Body. Applicants are expected to commence duties as soon as possible taking into consideration a reasonable notice period if currently employed.

- **Post-selection feedback**

If your application is unsuccessful, and you wish to seek feedback on your application and/or interview performance, please contact Maria Campanini, Human Resources Officer at mcampanini@ieuqnt.org.au.

- **Further information**

Further details regarding the position or the application process may be sought in confidence from the Human Resources Officer, Maria Campanini on (07) 3833 0661 or mcampanini@ieuqnt.org.au