



Australian Education Union

Ground Floor, 120 Clarendon Street, Southbank, Victoria, 3006

Phone: +61 (0)3 9693 1800 Fax: +61 (0)3 9693 1805

Email : aeu@aeufederal.org.au Website : www.aeufederal.org.au

Federal Secretary: Susan Hopgood Federal President: Angelo Gavrielatos

ACTION CIRCULAR

29 January 2010

TO: General Secretaries, AEU Associated Bodies
Branch Secretaries, ACT, NT, SA and Victorian Branches
State Manager, Tasmanian Branch

Dear Colleague,

Re : Federal Aboriginal Education Officer Position

Re-advertised

Please find attached the advertisement and position description for the position of Federal Aboriginal Education Officer. This position will be advertised in *The Australian* on Saturday 30 January 2010 as well as the *National Indigenous Times* on 4 February 2010. This information will also be available on the AEU Federal website later today.

Applications should be marked confidential and addressed to the Federal Secretary, Australian Education Union, Ground Floor, 120 Clarendon Street, Southbank, Vic, 3006 or to aeu@aeufederal.org.au and should be received no later than COB Friday 12 February 2010.

Please circulate widely as appropriate.

Yours sincerely,

A handwritten signature in black ink, which appears to read "S Hopgood". The signature is written in a cursive, flowing style.

Susan Hopgood
Federal Secretary

AUSTRALIAN EDUCATION UNION
FEDERAL ABORIGINAL EDUCATION OFFICER

(Re-advertised)

Applications are hereby invited for the above position at the Federal Office of the Australian Education Union for a four year term commencing on 1 February 2010. An attractive salary and superannuation package applies. The position description, remuneration and other details about applying for the position can be found at www.aeufederal.org.au. Applications should be marked confidential and addressed to the Federal Secretary, Australian Education Union, Ground Floor, 120 Clarendon Street, Southbank, Vic, 3006 or to aeu@aeufederal.org.au and should be received no later than COB, Friday 12 February 2010.



Australian Education Union

Federal Office

*Ground Floor, 120 Clarendon Street, Southbank, Victoria, 3006
Federal Secretary : Susan Hopgood
Federal President : Angelo Gavrielatos*

*Phone : +61 (0)3 9693 1800
Fax : +61 (0)3 9693 1805
Email : aeu@aeufederal.org.au
Web : www.aeufederal.org.au*

Federal Aboriginal Education Officer

The position of Federal Aboriginal Education Officer is located in the AEU Federal Office in Melbourne. The appointment is made by the AEU Federal Conference for a four year term ending 31 January 2014.

About the position

As an AEU Professional Officer, the Federal Aboriginal Education Officer will work with other AEU Officers in the implementation of Federal Conference decisions and those of other governing bodies while being directly responsible to the Federal Secretary in carrying out the duties listed below.

The primary responsibility of the position is to provide high level policy advice to the AEU and its Branches and Associated Bodies in relation to Aboriginal and Torres Strait Islander issues, particularly regarding public education.

The Federal Aboriginal Education Officer works with Aboriginal and Torres Strait Islander members of the AEU, through committees and other structures at national, state and territory levels, to develop and implement AEU policies and strategies relating to Aboriginal and Torres Strait Islander education and other issues. The Officer also works closely with non-Aboriginal and Torres Strait Islander members and officers of the union.

The Officer liaises with relevant organisations and individuals, particularly those involved in education and unionism, including Aboriginal and Torres Strait Islander organisations and the Australian Council of Trade Unions. The Officer is an advocate for Aboriginal and Torres Strait Islander issues within the structures of the union movement, and Trade Union issues within the structures of Aboriginal and Torres Strait Islander communities. The Officer will have the capacity to conduct research and liaise with Aboriginal and Torres Strait Islander peoples and groups to keep abreast of education and trade union issues and provide up to date policy advice to the AEU.

The Federal Aboriginal Education Officer may be required to represent the AEU at a range of forums, including nationally and internationally. The Officer may be required to undertake duties as required from time to time by the AEU Federal Secretary and/or AEU Executive and Conference.

The position involves considerable travel within Australia and some international travel. The AEU is an equal opportunity employer. Aboriginal and Torres Strait Islander people are encouraged to apply.

Knowledge, qualifications and experience specific to the position

- A demonstrated knowledge of the major policy issues confronting Aboriginal and Torres Strait Islander staff and students across all sectors of education, including pre-schools, schools, VET, post-compulsory and tertiary education.
- A demonstrated knowledge of the major policy issues confronting Aboriginal and Torres Strait Islander peoples in Australian society.

Generic knowledge, qualifications and experience

- High level written and verbal communication skills and experience in research and the preparation of reports.
- Knowledge of and demonstrated commitment to the labour movement, public education, the public sector and related areas as well as the AEU's objectives.
- A commitment to maintaining effective and open communication with colleagues and ability to work independently as well as cooperatively with colleagues.
- Ability to work independently or collaboratively to organise and participate in the development of policies, campaigns, strategies and events within the AEU and broader union movement.

Applications should be marked confidential and addressed to the Federal Secretary, Australian Education Union, at Ground Floor, 120 Clarendon Street, Southbank, Vic, 3006 or to aeu@aeufederal.org.au and should be received no later than COB, Friday 12 February 2010.