

# STATEMENT OF DUTIES

## TAFE Organiser

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### Classification/Salary

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Union Officer employee as defined in the *AEU Tasmanian Branch Employees Agreement 2008*.

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### Terms of Employment

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A temporary part-time (0.8) position, for an indeterminate period, but not beyond 17 December 2009. Salary and other conditions of employment will be as provided for and outlined in the *AEU Tasmanian Branch Employees Agreement 2008*.

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### Location

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The base location will be either Devonport or Launceston.

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### Position Objective

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To work with AEU members and potential members in campuses of the Tasmanian Polytechnic and the Tasmanian Skills Institute and undertake basic organising activities.

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### Duties

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At the general direction of the State Manager and in liaison with the TAFE Division President, Executive and other employees:

1. Be in workplaces on an on-going basis.
  2. Identify Sub-Branch Secretaries and Union Reps in work-places and establish good working relationships with them.
  3. Undertake basic member mapping of workplaces; identify union reps, members and non-members and report to membership team.
  4. Encourage non-members to join.
  5. Listen to concerns of members on an individual/group basis and report same to State Manager and Presidents of TAFE and SCCOM.
  6. Liaise with members of the Union's legal/welfare team.
  7. Liaise and work cooperatively with the Secondary Colleges Organiser in supporting/advising members in the Tasmanian Polytechnic.
  8. Attend meetings of the TAFE Division Executive and Council and record the minutes.
  9. Write articles for Union publications.
  10. Other duties and tasks as directed by the State Manager.
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### Direction/Supervision Received

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The employee will be responsible to and report to the State Manager and will work in close cooperation with the TAFE Division President. The employee will be expected to determine her/his work arrangements and tasks with direction and supervision being of

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a general nature. However, as and when required, the State Manager will allocate tasks and responsibilities to the employee.

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### **Selection Criteria**

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1. Knowledge of the issues confronting members of the Union who work in the Tasmanian Polytechnic and the Tasmanian Skills Institute;
2. Basic knowledge and understanding of organising;
3. An ability to work to deadlines;
4. Good written and verbal communication skills.
5. The ability to work as a team member and yet also work independently with limited direction and supervision
6. Is prepared to be flexible in the timing of work hours in order to maximise the likelihood of contact with potential members.

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### **Working Environment**

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The Union is committed to providing its employees with a healthy and safe workplace by ensuring fair and reasonable management practices which promote participation through consultation, ensure equitable access to employment opportunities, personal development and training and a workplace that is free from harassment, bullying and discrimination.

While the position is usually based in one of the Union's offices, the employee will be expected to undertake her/his duties on a Regional/State-wide basis and may be expected, on an occasional basis, to undertake interstate travel.

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### **Essential Requirements**

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The successful applicant will have a good knowledge and understanding of the issues confronting members who work in the Tasmanian Skills Institute and the Tasmanian Polytechnic.

An unrestricted driver's licence.

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### **Desirable Requirements**

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An understanding of Organising and recruitment strategies..