



## New South Wales Teachers Federation

a branch of the Australian Education Union  
AEU NSW Teachers Federation Branch ABN 86 600 150 697



### ABORIGINAL EDUCATION OFFICER(1)

The Aboriginal Education Officer will have responsibility to:

- a. Respond to the needs of Aboriginal members in consultation with other appropriate Officers, including coordinating Aboriginal member recruitment drives and visits to universities targeting Aboriginal Future Teachers;
- b. Coordinate the Aboriginal Members Program, including Council and Annual Conference Aboriginal Members' Caucuses, and the Aboriginal observer to Executive;
- c. Convene the Aboriginal Members Committee, Aboriginal Education Committee and co-convene the Anti-Racism Committee;
- d. Organise the Aboriginal Members Conference;
- e. Attend school, college and Association meetings on request and by appointment as agreed with the Deputy Secretary (Communications and Campaigns);
- f. Coordinate a program of visits in consultation with the Deputy Secretary (Communications and Campaigns) and Organisers (City, Country and TAFE) during each year. In conjunction with the Organisers, submit a report to the Senior Officers outlining issues raised during the visits and suggesting appropriate recommendations for support or action to be taken on these matters;
- g. Develop a thorough working knowledge of relevant anti-discrimination laws and delegated legislation insofar as they relate to the employment of Aboriginal members and the education of Aboriginal students, and related provisions within other legislative instruments;
- h. Liaise with, provide advice and support to, other Officers (including Organisers, Professional Support Officers, Research/Industrial Officers and Presidential Officers) about member and workplace issues pertaining to Aboriginal Education and Aboriginal members;
- i. Organise consultations with Federation NESA Syllabus Committee members on matters relevant to Aboriginal education;
- j. Be the Federation nominee to the NESA President's Committee on Aboriginal Education;
- k. Negotiate with the Department of Education at regional and central levels on issues relevant to Aboriginal Education in association with other relevant Officers;
- l. Negotiate with Corrective Services/Juvenile Justice on issues relevant to Aboriginal Education in consultation with other relevant Officers;
- m. Coordinate with the Trade Union Training Officer an Aboriginal component for an equity program Trade Union Training course;
- n. Provide an Aboriginal perspective on union issues for members and Officers;
- o. Make regular contributions to Federation publications;
- p. Coordinate Federation representation at celebrations during the National Aborigines and Islanders Day Observance Committee (NAIDOC) Week, as well as convening Federation's NAIDOC Committee;
- q. Provide analysis of and suggest responses to national and state documents on Aboriginal Education, and on Aboriginal people and anti-discrimination employment;
- r. Liaise with the Australian Education Union and other unions to improve the status of Aboriginal and Torres Strait Island members;
- s. Attend Australian Education Union meetings and take appropriate action with Aboriginal

issues relevant to NSW;

- t. Coordinate Federation's consultation processes with the Aboriginal Education Consultative Group Inc at a state, regional and local level;
- u. Work with Federation's Women's Officer to address Aboriginal gender issues;
- v. Work with Federation's Multicultural Officer to deal with issues in relation to racism;
- w. Assist in the development of Aboriginal materials/resources for campaigns and the recruitment and retention of Aboriginal members; and
- x. Liaise with Aboriginal inter- agencies to develop connections with Aboriginal members across the state and nationally.

While Officers are generally elected to specialised positions, Officers may be required to undertake other duties as requested by the General Secretary.

Professional Officers and Officers under the Act are expected to understand the major campaigns being pursued by the various sectors of the union from time to time.

All Officers are expected to be able to assist members to obtain information or services from the union and to have a working knowledge of the major awards, agreements, determinations and regulations that cover the membership of Federation.

Professional Officers and Officers under the Act may be required to work hours that take into account the extended hours of operation of some work sites.

Recruitment of members is a priority of Federation and a responsibility of all Officers.

Federation recognises its obligation to ensure that information is available and that Officers are trained in order to achieve this requirement.

The General Secretary position and the four Deputy Secretary positions are Officers under the Act and the Rules of the organisation and their election is undertaken by the Australian Electoral Commission.

## **Duties common to all Professional Officers (2025 - 2026)**

Because Professional Officers are elected by Branch Council and responsible to the General Secretary for the implementation of the decisions of Branch Conference, Branch Council and Branch Executive, all Officers are required to:

1. Attend Branch Conference, Branch Council and Officers' meetings, whenever not prevented by carrying out other duties, and attend Branch Executive when possible and appropriate, to provide reports and advice to the Branch Executive;
2. Participate in campaigns;
3. Maintain close relationships with the membership and assist them with issues related to their employment. This will include participation in rosters as negotiated, including phone duties, where Officers may be required to participate at least four hours per fortnight (Professional Support Officers are exempt from the phone duty roster);
4. Recruit new members as a continuous part of their work;
5. Address school, college and Association meetings when required by the General Secretary;
6. Irrespective of the elected area of responsibility, the General Secretary may require an Officer to service any other area as the need arises;
7. Be assigned to assist the activities of a Committee or Special Interest Group within the Federation by attending its meetings and providing liaison between the Committee/SIG and Federation office;

8. Address the demands of the priority campaigns of Federation. All Officers may, from time to time, be required by the General Secretary to work outside the duties specified in the duty statement for the position held. For a specified period of time, this may involve performing duties outlined in the duty statements of other Officers;
9. Comply with NESA accreditation requirements for officers in the general division;
10. Engage with a negotiated performance and development process over time.

