



## New South Wales Teachers Federation

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



### LEAD TAFE ORGANISERS (1)

In the context of TAFE, Corrective Services, and other areas of vocational education and training, the Lead TAFE Organisers will undertake the duties as outlined for City and Country Organisers in the schools sector as well as the duties of TAFE organisers. A reduction in areas of responsibility will be given to the Lead TAFE organiser in line with (g and h below) to compensate for their additional supervisory and negotiating responsibilities..

TAFE Organisers will have responsibility to:

- a. Members in post-school education, including TAFE and Corrective Services, and to have a working knowledge of the salaries and conditions of other groups within post-schools education.
- b. To represent part-time casual teachers and teachers who work at night in TAFE and to protect and enhance their working conditions;
- c. Represent members, when appropriate, in negotiations with the relevant departments, employing authorities and other bodies;
- d. Provide specialist support to other Officers in the organisation;
- e. Undertake recruitment of members, especially part-time casual teachers, as a high priority duty;
- f. To support Federation Industrial Officers with the post-school members' industrial instruments.
- g. The allocation of TAFE Organisers' areas of responsibility shall be finalised by negotiation between the General Secretary, the Deputy Secretary (Organising) Lead TAFE Organiser and the Officers concerned. This could include allocation of specialist duties, which may change from time to time.

The Lead TAFE Organiser is expected to be directly involved in the performance of the duties allocated to their unit. they are to assume responsibility for providing support to TAFE TA including the following:

- a. Organisation of all campaigns involving post school groups; including TAFE, Corrective Services, and Bradfield College;
- b. Campaigns for the recruitment, retention and activism of members in these areas;
- c. Assist Associations in implementing campaigns as necessary;
- d. Delegate the coordination and organisation of campaign and other tasks to specific Officers;
- e. Liaise with other groups regarding campaign issues including appropriate national bodies;
- f. To collaborate with Deputy Secretary (Communications and Campaigns) for the dissemination of information on campaigns in the posts school areas to all Officers and members;
- g. Prepare post school campaign material in conjunction with other Officers.
- h. Planning, lead, assist in the organising work of Officers and staff within post schools;
- i. Work collaboratively with the Deputy Secretary (Research, Industrial and Professional Support) their officers and staff in the preparation, presentation, negotiation and advocacy of collective industrial claims including before the Fair Work Commission and other tribunals on matters related to post school members;
- j. Assist TAFE Organisers in handling disputes including attendance at consultation sessions, where necessary;
- k. The organisation of Department of Education/TAFE/Federation consultation sessions and

meetings with the appropriate employer representatives, for members covered by post schools;

- l. Ensuring that priorities as set down by the Senior Officers, Executive, Council and Conference are carried out in regard to post schools;
- m. Train TAFE Organisers in consultation with relevant Deputy Secretaries ().
- n. Process incoming correspondence on TAFE and other post school matters so that industrial issues are dealt with by TAFE Organisers, or other appropriate Federation Officers.
- o. To coordinate material for the website in this area.
- p. To ensure that members in specialised areas are allocated and adequately supported by Organisers.
- q. The Lead TAFE Organiser salary and rate of pay is set at deputy principal secondary rate, plus relevant allowances.

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 for 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)**

As 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 Federation

by attending its meetings and providing liaison between the Committee/SIG and the 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.

