



## New South Wales Teachers Federation

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



### MULTICULTURAL OFFICER/ORGANISER (1)

The Multicultural Officer will have responsibility to:

- a. Attend consultations with AMEP/TAFE and other bodies as providers of Adult Migrant English as requested by the General Secretary or appropriate Deputy Secretary;
- b. Advise the union on policy matters in relation to multicultural/migrant/refugee education in schools, Saturday schools and post- school sectors;
- c. Develop a working knowledge of relevant multicultural and anti-discrimination laws and delegated legislation insofar as they relate to members and students from multicultural/migrant/refugee backgrounds, and related provisions within other legislative instruments;
- d. Liaise with, provide advice and support to, other Officers (including Organisers, Professional Support Officers and Research/Industrial Officers) about member and workplace issue pertaining to people of multicultural/migrant/refugee backgrounds;
- e. Develop regular plans of action for discussion with the Senior Officers dealing with Federation's relationships with ethnic communities and associated campaigns;
- f. In consultation with the Senior Officers, respond to media publicity on multicultural education, in line with Federation policy, in the general and ethnic community media;
- g. Coordinate anti-racism materials and campaigns, in consultation with the Aboriginal Education Coordinator;
- h. Undertake the responsibilities for, and coordination of, all members in Intensive English Centres and Secondary College of Languages campuses;
- i. Attend and speak at meetings of parents and other community organisations; and
- j. Carry out the functions of a City Organiser in school education areas.

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 the 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 the 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 NESAs accreditation requirements for officers in the general division;
10. Engage with a negotiated performance and development process over time.

