



New South Wales Teachers Federation

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



WOMEN'S OFFICER (1)

The Women's Officer will have responsibility to:

- a. Work in an educative and organising capacity to promote the involvement of women members in Federation activities;
- b. Support Organisers to organise Women's Contacts in schools, colleges and Associations and coordinate local actions on gender equality, including visiting schools, colleges and Associations to further the union's policy in these areas;
- c. Research on issues related to gender equality;
- d. Make regular contributions to Federation publications;
- e. Coordinate the Women's Program, including the Council and Annual Conference Women's Caucuses;
- f. Organise the Women's Conference;
- g. Coordinate the Anna Stewart Program, including the convening of the Women's and Anna Stewart Program Committee;
- h. Advise the union on affirmative action and equal employment opportunity matters for all sectors of the union's membership;
- i. Develop a working thorough knowledge of relevant anti-discrimination laws and delegated legislation insofar as they relate to the employment of women, and related provisions within other legislative instruments;
- j. Liaise with, provide advice and support to, other Officers (including Organisers, Professional Support Officers, Research/Industrial Officers and Senior Officers) about member and workplace issues pertaining to women;
- k. Assist, and where necessary, advocate for members with employers or before appropriate tribunals cases involving equal employment opportunity and affirmative action;
- l. Assist in the affirmative action and equal employment opportunity campaigns in consultation with the appropriate Deputy Secretaries and Senior Officers;
- m. Assist the General Secretary with regard to the union's compliance with equal employment opportunity, affirmative action and other anti-discrimination legislation as it affects the union as an employer, including the internal Gender Audit Committee and International Women's Day Committee;
- n. Assist with the training of Officers on affirmative action and equal employment opportunity matters;
- o. Organise Trade Union Training courses for women members and Officers in conjunction with the Trade Union Training Officer, and assist the Centre for Professional Learning where necessary with the development of courses to support women;
- p. Assist in the development of materials/courses for the recruitment and retention of permanent, temporary and casual members;
- q. Work with the Trade Union Training Officer/Membership & Training Officer, as appropriate, in the development and delivery of Beginning Teachers conferences and Beginning Teachers courses with an emphasis on the needs of women members;
- r. Liaise with the Aboriginal Education Officer, Disability Officer, Multicultural Officer and other Officers as appropriate, on issues of equality of access, opportunity and outcomes for members experiencing intersection of multiple forms of disadvantage; and
- s. Liaise with the Australian Education Union and other unions on improving gender equality for

members and work with relevant officers in relation to state and national issues on gender equality.

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.