



# AUSTRALIAN SERVICES UNION

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## SA & NT BRANCH

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## POSITION DESCRIPTION

### ASU Vision

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Our Union will be a strong, active and growing Union, organising workers to collectively build power in our workplaces, industries and communities to win better working conditions and to build a fair and just society for all.

### Position Overview

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<b>Title of Office</b>	Organiser
<b>Responsible to</b>	Branch Secretary and Branch Assistant Secretary/Organising Team Leader
<b>Special Conditions</b>	<p>Regular out of hours work required for which rostered day off arrangements apply in part compensation. Some travel to remote communities will be required. Position commences early 2009.</p> <p>A current drivers' licence is essential.</p>
<b>Salary</b>	Starting salary will be negotiated between \$50940.86 and \$59,785.87 depending on skills and experience and a \$1500 NT allowance applies. Private use of a motor vehicle will also be part of the package.
<b>Summary of Duties</b>	<p>The role of the Organiser is to build collective power in workplaces and industries by organising workers.</p> <p>The objective of the position is to grow the Union through well organised, Unionised workplaces where members have a strong sense of the power of the collective in dealing with their workplace and industry issues and furthering the interests of Union members.</p> <p>Appropriate training and mentoring will be provided.</p>

**AUSTRALIAN SERVICES UNION SA & NT BRANCH**

p: 08 8363 1322 e: [union@asu-sant.asn.au](mailto:union@asu-sant.asn.au)

5-9 Rundle Street Kent Town 5067

## **Duty Statement**

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Under broad direction and general supervision of the Branch Secretary and Branch Assistant Secretary/Organising Team Leader exercise initiative, judgement and responsibility for:

- 1 Organising members and potential members by -
  - (a) increasing membership density and activism at workplaces;
  - (b) planning and facilitating organising activities at workplaces as required including 1:1 conversations, small and large meetings of members and potential members and meetings of Workplace Representatives;
  - (c) identifying and supporting Workplace Representatives and active members in workplaces;
  - (d) educating Workplace Representatives, members and potential members at workplaces;
  - (e) encouraging and assisting members to campaign, negotiate and act collectively in order to resolve issues and maintain and improve conditions;
  - (f) encouraging and assisting Workplace Representatives and members to establish networks;
  - (g) identifying and assessing issues to organise around; and
  - (h) following session plans, work plans, organising plans and industry plans which set out the strategies to undertake the above.
- 2 Researching, preparing and negotiating grievances as necessary.
- 3 Maintaining organising plans and appropriate records as required.
- 4 Writing letters, preparing reports and contributing to Union publications and forums.

## **Required Attributes**

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- Commitment to the Trade Union movement
- Demonstrated experience in modern Union organising and education theory and techniques
- Knowledge of the Australian industrial scene
- Ability to motivate and educate Union members and potential members
- Ability to work in accordance with planned strategies
- Ability to successfully plan for and facilitate worker meetings to achieve objectives
- Ability to successfully ask potential members to join their Union
- Experience in negotiation, dispute resolution and grievance handling
- Experience in facilitating workers' involvement in collective bargaining
- Ability to work to deadlines
- Ability to work away from home
- Drivers' licence
- Basic computer skills (Microsoft Word, Outlook)

## Applications

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Applications including the names and contact details of 3 referees should be addressed to:

Katrine Hildyard

Branch Secretary

ASU SA + NT Branch

PO Box 2217

KENT TOWN SA 5071

or by \*email to [jprice@asu-sant.asn.au](mailto:jprice@asu-sant.asn.au)

*\*'Organiser Position Application' in email subject line please*

Applications close 5.00pm Friday 14 September 2009

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