



# 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 RDO arrangements apply in part compensation.</p> <p>Occasional interstate/intrastate travel requiring overnight absences. A current drivers' licence is essential.</p>
<b>Salary</b>	Starting salary will be negotiated between \$50940.86 and \$57298.20, depending on skills and experience. A car or car allowance is provided.
<b>Summary of Duties</b>	<p>The role of the Organiser is to build collective power in the workplace and industry 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 of the Branch Secretary and general supervision of the 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 the workplace;
  - (b) planning and facilitating organising activities at the workplace 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 activists in the workplace;
  - (d) educating Workplace representatives, activists, members and potential members at the workplace;
  - (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, activists and members to establish networks; and
  - (g) identifying and assessing issues to organise around.
- 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 Trade Union movement
- Understanding of what is required to build power in workplaces and industries
- Demonstrated experience of modern organising theory and techniques
- Ability to motivate and educate Union members
- Knowledge of the Australian industrial scene
- Able to demonstrate initiative
- Experience in negotiation, dispute resolution and grievance handling
- Experience in collective bargaining
- Ability to work to deadlines
- Drivers' licence
- Basic computer skills (Microsoft Word, Outlook, Internet)

## **Organising Streams**

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- Organising Streams** All ASU Organisers are expected to be able to work in any of the Organising roles within the team and are required to carry out the duties as listed above. Depending on which area an Organiser organises in their focus may slightly differ.
- Growth Organising** Organisers working on specific growth campaigns in industries will principally focus on asking workers to join their Union, identifying potential members, building membership, educating potential membership and membership about the growth/power relationship, establishing rapport with members, potential members and contacts, raising Union profile, identifying potential workplace leaders, identifying issues, mapping and carrying out specific key campaign steps across a range of workplaces. In conjunction with their Lead Organiser they will work to a plan to build power in a workplace or industry. Organisers will identify with their Lead Organiser at what point grievances will be handed onto Allocated Organisers or Industrial Officers.
- Allocated Organising** Allocated Organisers will focus in specific workplaces and industries with some level of Union density on raising Union profile, identifying new leaders, developing existing leaders, developing, maintaining and expanding workplace organising structures, educating workplace leaders in all aspects of organising and the growth/power relationship, mapping and building membership. In conjunction with their Lead Organiser, Organisers will consider organising potential. Organisers will identify with their Lead Organiser at what point grievances will be handed onto Industrial Officers.

## **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 subject of email line please*