



AUSTRALIAN SERVICES UNION

SA & NT BRANCH

POSITION DESCRIPTION

ASU Vision

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

Title of Office	Lead Organiser
Responsible to	Branch Secretary and Branch Assistant Secretary/Organising Team Leader
Special Conditions	Regular out of hours work required for which RDO arrangements apply in part compensation. Occasional interstate/intrastate travel requiring overnight absence. A current drivers' licence is essential.
Salary	\$64399 to \$71941 depending on skills and experience. A car or car allowance in lieu of the provision of a car will also be provided.
Summary of Duties	<p>The role of the Lead Organiser is to develop, support and mentor Organisers to build collective power in workplaces and industries by organising workers.</p> <p>The objective of the position is to lead Organisers and plan for them 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>

South Australian and Northern Territory Branch

Branch Secretary Katrine Hildyard **Branch Assistant Secretary** Ian Steel

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POSITION OBJECTIVES

The Lead Organiser will be responsible for leading Organisers.

The objectives of the Lead Organiser position are to -

- develop workplace organising plans which align with industry plans and the Branch plan;
- ensure workplans for individual Organisers, which align with industry and workplace organising plans, are devised and implemented in an ongoing fashion;
- assess Organisers' progress against their workplans;
- provide one on one support and mentoring for Organisers which enables individual Organisers to achieve the objectives and targets within their workplans and workplace organising plans;
- support Organisers to focus on the objectives of their workplace organising plans and individual workplans; and
- together with the Branch leadership, ensure Branch organising, industrial and campaign objectives are met.

ESSENTIAL CRITERIA

Successful experience in all aspects of Organising including one on one conversations to shift skills, knowledge, attitude and behaviour, recruitment, session planning, bargaining, workplace leader/activist identification and development, Workplace Organising Committee development, one-on-one education of members, conduct of workplace education sessions (formal and/or informal), implementation of broad industry/campaign strategies, working with other Unions and individual or small group grievance resolution.

- Demonstrated ability to devise, implement, monitor and assess organising plans for an industry or workplace.
- Demonstrated ability to motivate/shift Workplace Representatives and/or Organisers to focus on and undertake organising tasks.
- Good knowledge of State and Federal industrial relations systems.
- Good understanding of modern Union organising and campaigning techniques and strategies.
- Demonstrated ability in creative problem solving.
- Excellent time management skills.
- Excellent communication skills.

SPECIFIC TASKS

Supervision/Mentoring of Organisers

- Work closely with Organisers to develop organising plans for target workplaces which align with the strategic direction for the industry and the Union.
- Work closely with Organisers to ensure focus on organising.
- Develop weekly workplans for Organisers.
- Assist Organisers develop their skills and knowledge to enable successful implementation of plans including the ability to determine, record, implement, review and assess the 'small steps' of all plans.
- Assist Organisers identify, develop and mentor workplace activists and potential Member Organisers and participants in other Union programmes.
- Assist Organisers prepare sessions plans, one-on-one scripts and other materials for workplace meetings, industry meetings, resignation follow ups, presentations at member education, etc.
- Attend workplace meetings, industry meetings and interactions with members, potential members and activists to support the Organiser, assess the success or otherwise of the interaction, debrief with the Organiser and plan next steps.

- Assist Organisers with preparation of communications (web articles, newsletter articles, workplace bulletins, etc).
- Give advice about industrial and organising strategies.
- Assist Organisers with bargaining strategies, problem solving and deciding when to hand over grievances with no/little organising potential to Industrial Team.
- Assist Organisers manage their workload and to prioritise work and activities.
- Assist Organisers identify where strategic workplace withdrawal is appropriate and provide advice and assistance to successfully achieve withdrawal.
- Assist Organisers with responsibility for regional workplaces to ensure a programme of visits is in place and achieved.
- Assist Organisers with managing the recording of information such as workplace mapping, activist development notes, file notes, etc.
- Meet with Organisers at least weekly to review progress in all aspects of organising.

Co-ordination

- Oversee the implementation of workplans and organising plans.
- Regularly report to the BAS/OTL on progress, difficulties, successes, innovations, resource allocation and any other matters necessary to the implementation of the Branch plan and industry and workplace plans.
- Identify education needs of Organisers and work with BAS/OTL to meet those needs.
- Undertake some organising duties when Organiser is unavailable.
- With the BAS/OTL, arrange for Organisers to assist on industry or workplace campaign activities needing additional resources.
- Keep up to date with innovations and recent developments in modern organising theory and techniques and ensure Organisers have access to relevant information and frameworks/tools.
- Arrange back-up for Organisers who are on any form of leave.

Management responsibilities

- Bring any relevant matters including any concerns about an Organiser's compliance with accountability expectations to the attention of the BAS/OTL or Secretary as appropriate.
- Implement decisions of the Branch Secretary as required by the Branch Secretary.