



## **IEU Role Description: Research, Advocacy and Policy Officer**

### **Scope of the Position**

IEU members work in ever changing industrial, educational and political environments.

The IEU is committed to analyse union membership growth, student enrolment trends, emerging educational issues and public policy debates to inform our union's industrial campaigns, organising activities and media strategies.

The Research, Advocacy and Policy Officer will be expected to research significant trends of identified professional, industrial and equity issues (nationally and internationally) in order to support our union's continued growth and greater member activism and collective representation.

### **Supervision and Direction**

The position will report directly to the Federal Secretary or designated Assistant Federal Secretary.

Duties will include identifying, analysing and evaluating information from a variety of sources and applying it to a range of professional, industrial and equity areas and thereby supporting the work of IEU Committees, IEU Federal Executive and IEU Federal Council.

The employee will be expected to carry out a range of tasks with minimal direct supervision. The broader technical aspects of their work will receive direction from the Federal Secretary. Work is subject to occasional checks to ensure satisfactory progress.

### **Key Responsibilities**

The key elements of the role include:

#### **1. Research and Analysis**

- Research, analyse, interpret and extrapolate information on identified professional, industrial and equity issues.
- Develop an understanding of links and relationships of relevance to union activity.
- Research and interpret legislation and other matters relevant to professional issues.

## **2. Communication and Teamwork**

- Provide analysis, support and advice to the Federal Secretariat and the Federal Committees on industrial, professional and equity issues.
- Develop a range of communication materials and mechanisms which assist the Federal Secretariat, Federal Executive, Federal Council and Branches on the issues affecting our members.
- Work within a collaborative team environment to achieve determined goals within the context of Federal Office responsibilities and in conjunction with IEU Branches.

### **Judgement**

Initiative, discretion and judgement are exercised in the performance of duties.

Judgement is also required to locate and evaluate information from a variety of sources.

### **Responsibility and accountability**

The employee will be responsible for their own outcomes in relation to specified quality standards. The employee will be expected to take initiative and responsibility for their specific outcomes.

### **Key Tasks**

- Conduct research using a variety of sources, including online resources, journals and publications or other relevant literature and parliament publications such as Hansard.
- Review ongoing changes to existing legislation/policies on matters of education and school funding to identify the impact on non-government schools.
- Monitor parliamentary debates, departmental inquiries and Senate Committee hearings relevant to the non-government education sector.
- Analyse existing discourse around education, equity and industrial issues with the purpose of providing communication briefs that challenge such discourse.
- Develop, in consultation with the relevant IEU Committee, submissions to government, relevant regulatory bodies and other stakeholder inquiries.
- Assist with IEU lobbying activities and federal campaigns.
- Establish and maintain a network of government, political, education and special interest representatives to facilitate an exchange of information.

- Analyse ABS statistics and map the impact of long-term and short-term trends in population growth against branch membership for the non-government sector and education sector more broadly.
- Study economic or social trends in order to assist in the development of IEU policies.
- Analyse, review and maintain existing IEU policies, prepare briefing papers and make recommendations for policy changes.
- Record and collate the results of any research for use by the Federal Office or Branches in their publications or member materials.
- In consultation with the Federal Secretary, develop communication briefings (*IEU Speaks*) for use in public forums and distribution to Branches.
- Perform administrative duties and record keeping relating to the research work of the Federal Office.
- Assist in the maintenance of the IEU website by updating material, resources and communication briefings for public access.

## **Employment Conditions: Research, Advocacy and Policy Officer**

### **Classification and salary**

The *Research, Advocacy and Policy Officer* is a full-time position.

Salary for the position shall be determined within a scale of between \$110,000 to \$140,000 per annum.

The final salary for the position will be determined considering an applicant's level of experience and qualifications and will be informed by similar identified positions in IEU Branches and other relevant comparator organisations as determined by the Federal Executive.

### **Other employment conditions as at 1 April 2023**

Recreational leave:	6 weeks per annum
Annual leave loading:	17½% on 4 weeks salary
Sick / personal leave:	15 days per annum
Pandemic vaccination leave:	2 days (non-cumulative)
Personal crisis leave:	20 days (non-cumulative)
Long Service Leave:	1.5 weeks per annum
Superannuation:	Employer contributions are provided in excess of the legislated superannuation guarantee rate

Leave entitlements are exclusive of public holidays.

Some interstate travel and overnight accommodation will, on occasion, be required.

In addition to annual leave, officers shall be entitled to paid leave during Christmas closedown period, which shall be for a period of five working days over the Christmas/New Year period.