

QUEENSLAND TEACHERS' UNION (QTU)
VACANCY – ASSISTANT SECRETARY – INDUSTRIAL OFFICER - TAFE/WHS/SPECIFIED SITES/SPECIFIED MEMBER COHORTS

The QTU, the union which represents approximately 48,000 primary, secondary, special and TAFE teachers, is inviting applications for the position of; QTU Assistant Secretary – Industrial Officer (TAFE/WHS/Specified Sites/Specified Member Cohorts) **(based in Brisbane)** to commence **Monday 19 January 2026**.

Duties of the position

This position is primarily responsible for:

1. Workplace Health and Safety Industrial;
2. TAFE Industrial;
3. Specified Sites/discreet member groups: Instrumental Music Instructors, Queensland Academies, Youth Detention, Outdoor Education and Environment Centres, Teacher Librarians, Queensland Virtual Academy, Norfolk Island, Specialist teachers.
4. Provision of support to the Organiser – Workplace Health and Safety and Organiser - TAFE with regards to TAFE and WHS matters as required.
5. Provision of support to Industrial Advocate in relation to industrial matters as they effect specified sites, discreet member groups and EB Negotiations.
6. Other duties as directed by the General Secretary. A detailed duties and responsibilities statement is available on request – contact general_secretary_admin@qtu.asn.au.

Criteria for appointment

- Demonstrated commitment to trade unionism and commitment to public education
- Demonstrated capacity to analyse developments in education, the teaching profession, industrial relations and unions, and to formulate options and recommendations in response
- Demonstrated capacity to organise and structure successful campaigns involving members
- Demonstrated effective oral and written communication skills and negotiation skills
- Demonstrated capacity to work independently, and to work as part of and contribute to a multi-disciplinary team
- Tertiary qualifications appropriate to education and/or industrial relations
- Potential for further development
- The suitability of an applicant will be assessed against the criteria having regard to the specific duties and responsibilities of the position.

Conditions for position

- Salary: \$159,810 per annum
- Generous leave provisions/superannuation.

Period of Probation

Appointment to the position of Administrative Officers will be subject to a period of probation of up to six months in duration.

The General Secretary will be required to provide a probationary report to Executive one month prior to the State Council meeting to be held in the last three months of the probationary period.

Following consideration of this report and the recommendation of the General Secretary, Executive will recommend to Council whether to continue the employment of the Administrative Officer.

In the case where Executive recommends that the term of appointment for an administrative officer not be renewed following the probationary period, the officer will have the right to address Council regarding this matter.

The decision of Council shall be final.

The period of probation may be waived, and a permanent appointment be made if an Administrative Officer has completed at least six months satisfactory service as an acting administrative officer in the two-year period immediately prior to their appointment to the position.

Application

Applications, including experience, qualifications and other information relevant to the selection criteria should be emailed to the General Secretary at general_secretary_admin@qtu.asn.au **by noon on Thursday 16 October 2025**. Your application should include; two written references, the name and address of further referees, Arial 12-point font, no more than two pages per selection criteria and not in PDF format.

Short-listed applicants will be required for an online interview in late October 2025 prior to a final decision on the appointment being made at QTU State Council on **Saturday 1 November 2025**.