

**POSITION DESCRIPTION**  
**Fixed Term Organiser**  
**July 2026 to February 2027**

Current as of 9 June 2026

**1. Organisational context**

- 1.1 The Australian Salaried Medical Officers' Federation (NSW) (*The Doctors Union*) is a progressive union with a vision to protect, promote and advance the working conditions of doctors in a fair and just society underpinned by a high-quality public health system.

**2. The primary purpose of the position**

- 2.1 To develop and implement workplace campaigns and organising strategies to raise ASMOF's profile; increase member numbers and density, inspire member activism; identify and support workplace leaders; and build workplace structures.

**3. Key Responsibilities and Accountabilities**

- 3.1 Support the growth of union membership, delegate capacity, and workplace power across NSW through the implementation of strategic organising and campaign plans.
- 3.2 Identify and develop new workplace delegates and Health & Safety Representatives, with a focus on increasing the number of women in leadership roles and fostering a diverse and inclusive activist base.
- 3.3 Work collaboratively with industrial staff to act on workplace organising opportunities.
- 3.4 Conduct workplace mapping and analysis to identify growth opportunities.
- 3.5 Empower members through education, organising and campaign activities to take collective action and resolve workplace issues.
- 3.6 Promote the union's value and benefits through regular workplace and digital engagement to drive recruitment, retention, and visibility.
- 3.7 Support and contribute to key union initiatives and projects, including the ASMOF Retention Project.
- 3.8 Contribute to planning and implementing the 2027 Orientation Week Project.
- 3.9 Maintain accurate and up-to-date records of organising activities in iMIS, using data to inform strategy, measure impact, and provide reporting.
- 3.10 Contribute ideas and copy to union communications.

**4. Role dimensions**

**4.1 Decision Making:**

- **Independent Work with Guidance:** The organiser works within ASMOF's strategic

framework, policies, and procedures and has the autonomy to prioritise workload and manage daily tasks under the general direction of the Executive Director and Manager Organising and Campaigns.

- **Accountability and Quality:** The organiser is responsible for the accuracy and quality of their work, including analysis, reports, and information provided to leadership, as well as ensuring compliance with relevant industrial instruments, legislation, and union policies.

#### 4.2 Reporting Relationships:

- The organiser reports directly to the Manager Organising and Campaigns or their designated representative.
- This position does not involve supervising other staff.

### 5. Key challenges

5.1 **Strategic Prioritisation:** Effectively plan and prioritise workload to meet ASMOF's strategic objectives while juggling internal and external deadlines.

5.2 **Balancing Workflows:** Manage the demands of day-to-day activities and cyclical tasks.

5.3 **Staying Current:** Continuously stay up to date on union organising and industrial relations developments, and apply this knowledge in the role.

5.4 **Integrated Strategies:** Ensure industrial tactics seamlessly integrate with broader union campaigns to achieve lasting improvements for ASMOF members.

### 6. Key relationships

Who	Why
<b>Internal</b>	
Executive Director	<ul style="list-style-type: none"> <li>• Receive strategic oversight and direction on union priorities.</li> <li>• Receive analysis, insights and reporting on retention trends, risks and outcomes to support informed decision-making.</li> </ul>
Manager, Organising and Campaigns	<ul style="list-style-type: none"> <li>• Receive guidance and direction regarding operational priorities</li> <li>• Receive feedback regarding performance and development</li> <li>• Receive mentoring aligned to ASMOF's organising strategy.</li> <li>• Provide regular updates on organising activity, campaign progress, emerging workplace issues, risks, and priorities.</li> </ul>

All staff	<ul style="list-style-type: none"> <li>• Share information and work collaboratively to identify and seize workplace organising opportunities linked to industrial issues.</li> <li>• Work collaboratively to ensure that information is accurately organised and recorded in iMIS.</li> <li>• Work collaboratively to ensure messaging aligns with ASMOF's values, priorities and brand.</li> </ul>
<b>External</b>	
Members and Potential Members	<ul style="list-style-type: none"> <li>• Build and maintain trusted relationships to support engagement, retention and re-engagement.</li> <li>• Encourage participation in collective activity and connection to delegates and workplace structures.</li> </ul>
Delegates and Active Members	<ul style="list-style-type: none"> <li>• Support and assist delegates in leading member-to-member retention conversations.</li> <li>• Build capacity for early intervention and workplace-based local engagement.</li> </ul>
Other Unions and Peak Union Bodies (e.g. ACTU)	<ul style="list-style-type: none"> <li>• Share best practices, data and insights on organising.</li> <li>• Support smooth transitions for members moving sectors or jurisdictions and contribute to collective movement-wide organising efforts.</li> </ul>

## 7. Essential Requirements

- 7.1 **Deep commitment to union principles and improving workers' lives:** You believe in the power of collective action and are driven to achieve the NSW Doctors Union's goals of securing better working conditions and fair treatment for doctors.
- 7.2 **Organising Experience:** You have proven experience in union or community organising, applying modern organising frameworks and techniques to recruit members, build relationships, develop activists, and motivate members to take collective action.
- 7.3 **Strategic organising and campaign delivery:** You have an understanding of organising frameworks, including digital and online organising principles, with the ability to apply these to design and deliver effective campaigns that build membership and workplace power.
- 7.4 **Strong project management and organisational skills:** You excel at juggling multiple tasks, meeting deadlines, and creating clear plans for yourself and campaign activities.
- 7.5 **Excellent communication and interpersonal skills:** You can tailor your communication style to diverse audiences and articulate complex information clearly.

- 7.6 **Inclusive Communication and Cultural Understanding:** You have a strong understanding of and commitment to Equity, Diversity and Inclusion principles. You recognise systemic and institutional discrimination and actively work to challenge these. Communicates and makes decisions in a fair, respectful and inclusive manner, ensuring interactions with colleagues and members are free from bias and discrimination.
- 7.7 **Independent initiative and problem-solving:** You can follow directions while demonstrating initiative, independent judgment, and strong problem-solving skills.
- 7.8 **Proficiency in Microsoft 365:** You have demonstrated competence in using Microsoft Office 365.
- 7.9 **Right of Entry Permit and Driver's License:** You can obtain a Right of Entry Permit and hold a current driver's license.
- 8. Desirable**
- 8.1 Some understanding of the NSW healthcare and union landscape, including familiarity with the NSW public health system and the political environment in which unions operate.
- 8.2 Some knowledge of industrial relations frameworks, with the ability to analyse industrial instruments and employment conditions relevant to ASMOF members.
- 9. Conditions of Employment**
- 9.1 Whilst this is a full-time position (38 hours per week), applications from candidates seeking flexible working arrangements (e.g. 4 days per week) are welcomed.
- 9.2 ASMOF NSW is an equal opportunity employer. We actively encourage applications from First Nations peoples, people of colour, people from culturally and linguistically diverse (CALD) backgrounds, and other underrepresented groups.
- 9.3 The salary range for this role is \$103,961 to \$127,827, plus superannuation. A comprehensive benefits package is provided, including five weeks of annual leave, travel insurance and journey insurance.
- 9.4 The position is based in Ultimo (Sydney), and some travel will be required.

NOTE: This position description is not intended to be all-inclusive. Employees may perform other duties as directed to meet the strategic objectives of The Doctors Union.