

Position Description

Position Title	Director Education & Capacity Building		
Reports To	Executive Officer		
Divisions	Education & Capacity Building	Work Centre	Education & Capacity Building
Location	365 Queen Street, Melbourne		
Classification	Level 7	Mode	Full time, ongoing
Direct Reports	5 (total team of 19)	Date	October 2026

Position Purpose

Lifting the capacity of unions is a core strategic objective of the ACTU, enabling unions to grow, build power and win for workers. The Director of Education and Capacity Building plays a key role in delivering this objective by developing and implementing the ACTU's education and capacity-building strategies. The role leads the Australian Trade Union Institute (ATUI) and builds unions' internal capability through the education and training of union leaders, staff and delegates, as well as through the development and provision of practical, relevant and meaningful resources that support unions to organise, campaign and deliver for their members.

The ATUI provides education, training, events, resources and opportunities for collaboration across the Australian union movement. Its work is contemporary, evidence-based and grounded in the lived experience of union leaders, officials, delegates and members. Programs draw on current case studies, practical experience and leading organising, campaigning and leadership strategies from Australia and around the world. Through the development and delivery of campaign education, the ATUI also supports the effective implementation of priority movement-wide campaigns and strengthens the capacity of unions to achieve lasting change.

Capacity building is fundamental to the long-term growth and strength of the union movement. The Director will lead initiatives that build capability across the movement, with a particular focus on leadership development, the education and training of union staff and delegates, and the design and implementation of initiatives that build sustainable organisational capability within unions. The role will also contribute to broader ACTU priorities and strategic initiatives.

Responsibilities & Selection Criteria

Responsibilities

- Develop and implement strategic, long-term education and capacity-building initiatives that strengthen unions, support growth, and deliver high-quality learning outcomes across the movement.
- Lead the overall development and delivery of the ATUI program, inclusive of partnership initiatives and our RTO status.
- Provide strategic leadership to the Education & Capacity Building Work Centre, establishing priorities, allocating resources, managing performance, and ensuring the delivery of agreed organisational outcomes.
- Contribute to ACTU organisational strategy and leadership as a member of the senior management team.
- Collaborate with unions to ensure programs reflect their needs and priorities, are current and informed by evidence and experience, are accessible and impactful, and achieve strong participation.
- Lead movement-wide collaboration & sharing of ideas, initiatives, and resources through a mixture of courses, seminars, workshops, forums, conferences, resources, and on-demand

training aimed at appropriate and targeted audiences to foster learning, innovative practice, networking and collaborations.

- Work with individual unions on their specific planning, development and capacity building needs.
- Work with the senior educator to develop and deliver capacity building and collaboration initiatives for union leaders through the Australian Union Leadership Academy.
- Attract and secure expert practitioners from within and outside of the union movement to contribute to the programs of the ATUI.
- Oversee the collaborative development, evaluation and periodic review and update of curriculum (the sum of all learning experiences) and the effectiveness of the learning/teaching program.
- Ensure deep practical experience-based input into education programs including Leadership, Organising, Campaigning, Industrial, Work Health and Safety, Diversity, Equity, Inclusion, Delegate Development, and other specialist streams of education.
- Coordinate program development for ACTU conferences and forums, working closely with union leaders and union staff and other ACTU work centres to ensure relevance and alignment with union priorities and current topical debates.
- Oversee existing funding arrangements and identify, secure and manage new funding, partnership and collaboration opportunities that strengthen and expand the ATUI's impact.
- Work collaboratively with other ACTU team members on the development and execution of projects, campaigns, and activities.
- Lead, manage and develop the Education & Capacity Building team, fostering a high-performing, collaborative and values-driven culture.
- Work closely and effectively with ACTU affiliates.
- Manage other staff as required.
- Some interstate travel is required.

Key Selection Criteria

- Demonstrated experience in a leadership role within a union, in organising, campaigning and union strategy development.
- Demonstrated ability to provide strategic leadership and deliver outcomes through multidisciplinary teams.
- Demonstrated experience in developing and maintaining complex and diverse stakeholder relationships.
- Capacity to exercise judgement, discretion and initiative while providing high level advice within a politically sensitive environment.
- Demonstrated experience managing budgets, resources and organisational priorities.
- Ability to work to deadlines and under pressure.
- High level oral and written communication skills.
- A deep understanding of the union movement.
- Commitment to the values of the ACTU and union movement.
- Education, mentoring and/or industrial experience desirable.

Key Contacts

Key Internal Contacts

ACTU elected officials and Leadership
Education and Capacity Building Work Centre
All ACTU Work Centre's and Staff

External Contacts

ACTU affiliates
Union Leaders
Other stakeholders' and relevant external parties.