



ASSISTANT GENERAL SECRETARY

POSITION DESCRIPTION

Organisational Overview

The Australian Labor Party (NSW Branch) is the largest branch of Australia's oldest political party. The purpose of the party is to drive political change to improve the lives of Australians and create a more equal society. The organisation is made up of members and affiliated unions who work together to campaign for Labor governments at a local, state, and federal level.

Primary Purpose of the Role

The Assistant General-Secretary shall be responsible to, and subject to the direction of, the General-Secretary with respect to substantive tasks in the Party's functional areas delegated to her/him under D.7 of the NSW Labor Party rules.

Key Capabilities

Personal Attributes

Integrity

- Model high standards of ethical behaviour and reinforcing them in others;
- Represent the Party in an honest, ethical and professional way.

Qualifications and experience

Organisational leadership

- Ability to engage in strategic and operational workforce planning to effectively use resources to achieve Party objectives;
- Manage roles and responsibilities of staff;
- Manage team plans in view of existing and potential strengths and capabilities;
- Monitor, address or report team and/or individual performance matters.

Exceptional stakeholder management skills

- Liaise with all stakeholders on key issues, providing influential advice as needed;
 - Develop and maintain effective working relationships within the Party, affiliated trade unions and the broader community to further the Party's objectives;
 - Ensure systems and processes respond adequately to the needs of members and affiliated trade unions.
- Member of the Australian Labor Party with a deep understanding of, and commitment to, the labour movement
 - Excellent knowledge of the NSW and federal political landscape

Skills and competencies

Effective communicator

- Ability to present and engage with a variety of stakeholders to give frank and honest advice, often in response to alternate views;
- Adjusting style and approach for different audiences to optimise outcomes;
- Understanding the value of creating opportunities for others to contribute to discussion and debate and the capacity to actively listen to contributions.

Negotiation

- Recognising outcomes can be achieved through effective co-operation and collaboration;
- Facilitating opportunities to allow stakeholders to better engage and collaborate in order to develop joint outcomes;
- Accepting constructive feedback and responding in a thoughtful and considered way;

Innovation and Change Management

- Establish a culture which encourages self-reflection, initiative and continuous improvement;
- Encourage staff to identify, develop, implement and maintain proposed innovations and improvements;
- Realign existing structures, systems and processes to improve organisational performance and outcomes;
- Capacity to evaluate implications across the Party when considering proposed changes or structural responses to issues wherever they arise;
- Ability to monitor the implementation of new initiatives and make adjustments as and when required.

Accountabilities and reporting lines

- State Conference
- Administrative Committee
- State Executive Board
- General-Secretary