

Position Description

Position Title	Capacity Building Manager		
Reports To	Director Education & Capacity Building		
Division	Education	Work Centre	ATUI and Capacity Building
Location			
Classification	Level 6	Mode	Full time Ongoing
Direct Reports	4	Date	March 2026

Position Purpose
<p>Education and capacity building that supports unions to grow and win for their members demands a strategic, embedded approach that builds leadership, deepens organising capacity, and strengthens the confidence and skills of unionists to take action. Capacity building is about equipping union leaders, employees, and delegates with the tools to build power, structures, strategies, lead negotiations, advocate in complex industrial settings, and drive change in their workplaces and industries.</p> <p>The work of the ATUI is about fostering a culture of learning that is grounded in union values, draws on expertise from across our movement, is aligned with our collective goals, and provides evidence-based education and resources.</p> <p>The Capacity Building Manager supports the work of the Capacity Building team members of the ATUI. The Capacity Building Manager will coordinate efforts across the ATUI to develop resources that will assist unions to develop and embed comprehensive approaches to ongoing professional development in their operations. and capacity building programs and supports for unions to identify and establish new partnerships to deliver on current and future training needs of union staff.</p>

Key Responsibilities & Selection Criteria
<p>Key responsibilities include</p> <ul style="list-style-type: none"> • Provide supervision, support, and coordination to the capacity building members of the Education and Capacity Building team. • Coordinate and oversee the delivery of capacity building initiatives as identified. • Identify and pursue appropriate opportunities to grow and improve alternative revenue streams for the ATUI. • Contribute to the integration of education and capacity building initiatives to drive a culture of ongoing professional development in unions. • Develop and coordinate a series of masterclasses for experienced and advanced practitioners across various union disciplines. • Identify scope and deliver internal development programs for unions as determined. • Delivery of the RMIT short courses partnership, to expand the opportunities for valuable professional development in emerging areas of practice for union specialist staff. • Develop a micro-credential system across all programs & partnerships for the ATUI. • Review and make recommendations on opportunities to expand our RTO operations consistent with our organisational priorities. • Work closely with relevant team members in the establishment and promotion of new initiatives. • Delivery of ATUI courses as part of the general course schedule. • Identify and develop supplementary learning opportunities and resources to support ATUI course participants learning beyond course attendance. • Contribute to the development and implementation of our objectives and planning. • Support program participants in a variety of settings and the active development of supportive learning environments. • Establish and maintain appropriate interpersonal relationships between the ACTU and its affiliates.

- Undertake assessment and evaluation of learning outcomes.
- Maintain and develop high professional standards and up-to-date expertise.

Key Selection Criteria

- Demonstrated high-level capacity in union leadership, education or capacity building roles
- Demonstrated ability to facilitate informal or formal training, supported by experience and/or relevant qualifications
- Experience in development of strategic, operational, and project planning in unions
- High-level interpersonal and communication skills, including the ability to be proactive and show initiative.
- Commitment and ability to provide feedback in a professional or an adult learning environment and a demonstrated ability to motivate others.
- Demonstrated ability to apply principles of instructional design
- Experience and understanding of various approaches to professional development
- Demonstrated ability to support the development of team members
- Demonstrated ability to lead work planning and implementation processes
- Experience in living or working with marginalised or underrepresented communities (desirable).

Organisational accountabilities

- Willingness to work in accordance with ACTU policy and procedures
- A commitment to the values of trade unionism and social justice
- A commitment to being comradely, committed, and courageous in all work engagements
- Capacity to exercise judgment and discretion within a politically sensitive environment
- Respect for cultural and social diversity within the union movement, workforce, and the community
- Proven ability to work proactively and independently, and to self-direct work and manage ambiguity.

Educational and Work experience/Qualifications

- Tertiary qualified in a relevant field (desirable) and/or relevant work experience
- Experience in leading or managing teams
- Experience in union leadership roles
- Direct or indirect lived experience of cultural diversity and/or disability, and the ability to apply this perspective to inclusive education and capacity building practice (desirable)
- Experience in the development and delivery of union education (desirable)

Other requirements

The position may occasionally require duties performed outside of office hours.
Interstate travel is a requirement of the position.

Key Internal & External Contacts

Key Internal Contacts

ATUI and Capacity Building Work Centre
All ACTU Work Centre's and Staff

External Contacts

ACTU affiliates
Other stakeholders' and relevant external parties.