

# UNISON

**National Officer  
Health Service Group  
Bargaining, Negotiating & Equalities Directorate  
Ref: BNE/29**

## **JOB BRIEF**

### **Introduction**

1. UNISON is UK's leading public services trade union, with over 1.3 million members working in the public services, private, voluntary and community sectors and in the energy services. We employ 1200 staff, approximately 370 at our national centre in Euston, central London and the remainder in our twelve regions across the UK, including Northern Ireland.

National Officers are part of UNISON's Bargaining, Negotiating and Equalities Directorate. This is made up of four sections: Health, Education and Children's Services, Local Government and Business and Environment. Each Section is led by a National Secretary and Senior National Officer, to whom National Officers report.

The sections within the Directorate are responsible for national negotiation on pay and conditions of service; co-ordination of policy development and campaigning on a broad range of issues and links these activities to the recruitment and organisation of members.

The sections co-ordinate local negotiations and provide specialist advice and support on professional issues to UNISON's membership. They also service national lay committees, seminars and national conferences.

### **The Role**

2. The National Officer is a key generic organising role with responsibility for providing policy advice and guidance to the union including the lay member structures; providing leadership support and guidance to regions and branches; undertaking negotiations with employers and to represent the Union with outside organisations, including the media. The National Officer role includes:
  - Providing policy advice and guidance, as appropriate, to lay committees and other service group meetings and conferences.
  - Initiating, organising and undertaking campaign activities at all levels and participating, as required, in UNISON-wide campaign activities.
  - Initiating, developing, co-ordinating and implementing recruitment and organising plans and activities.
  - Responding to government consultation documents and legislation.
  - Providing support and assistance to regions and branches and advising regional organisers and staff, as appropriate, on matters of national or sector policy.

- Initiating actions and contributing to the development of European and International activities, as required.
  - Negotiating pay and conditions of service at national level for the membership.
  - Maintaining relations with appropriate employers, employer representatives or organisations.
  - Undertaking research and providing advice, assistance and information to facilitate negotiations at regional and branch level.
  - Assisting, where appropriate, in providing a co-ordinated pay and conditions bargaining service in accordance with policy, to support negotiations at regional and local level.
  - Representing UNISON on negotiating and government bodies, as appropriate, at national levels.
  - Researching and preparing salary and other claims and presenting them to employers and undertaking consultation with the membership, through the lay member structure.
3. UNISON structures its work programme to provide for the systematic implementation of policies adopted by its democratic lay member structures. National Officers are responsible for contributing to the prioritisation of work plans and programmes arising out of the four key objectives determined by the National Executive Council:
- Meet the organising challenge posed by austerity measures, notably public expenditure cuts and increased outsourcing
  - Protect and secure decent employment, pay and pensions for UNISON members
  - Develop our Million Voices campaign in support of quality public services and forge alliances with other trade unions and community organisations
  - Ensure UNISON communications infrastructure and internal management systems are efficient and effective
4. The National Officer is a key deliverer of operational plans which ensure that the resources for their areas of responsibility are directed towards the achievement of the NEC's objectives and priorities. Plans identify priorities and establish progress or performance indicators to enable effective monitoring and evaluation of all work and achievements.
5. The key aims of the union as detailed in our Rule Book seek to:
- i) Extend and promote our influence in the workplace and in the Community.
  - ii) Promote, safeguard and facilitate participation by all members in the union's democracy, with special regard to women, members of all grades, black members, disabled members, lesbian, gay, bisexual and transgender members.

- iii) Provide effective standards of service in the areas of representation and advice, information to members on the work of the union, the provision of financial benefits and the maintenance of educational facilities for members.
- 6. To further these aims, the National Officers role is, to provide policy advice and guidance to the union including the lay member structures; to provide leadership support and guidance to regions and branches; to undertake negotiation with employers and to represent the Union with outside organisations, including the media.
- 7. National Officers have considerable knowledge of an industrial relations environment and some experience of negotiations with employers in a position of responsibility or other relevant experience of involvement in negotiations.
- 8. While the National Officers post is a demanding position, requiring attendance at meetings outside of the conventional working day, UNISON is a strong supporter of the work/life balance ethos. Post holders will therefore prioritise their working arrangements in such a way as to demonstrate by example their personal commitment to these aims in partnership with senior lay officials.
- 9. The role of the National Officer is generic and the allocation of their areas of work is the responsibility of the relevant National Secretary. Areas of work are interchangeable and are annually reviewed in discussion with the National Officer to meet the needs of the organisation and service to regions, branches and members.

## **UNISON**

### **National Officer Health Service Group Bargaining, Negotiating & Equalities Directorate Ref: BNE/29**

#### **JOB DESCRIPTION**

Grade: 3  
Hours: 35 per week  
Location: UNISON Centre, London  
Reports to: National Secretary

#### **Overall Summary**

The National Officer's role is to provide policy advice and guidance to the union including the lay member structures; to provide leadership support and guidance to regions and branches; to undertake negotiations with employers and to represent the Union with outside organisations, including the media.

#### **Key Tasks and Responsibilities**

##### **Policy Development and Campaign Work**

- Providing policy advice and guidance, as appropriate, to lay committees and other service group meetings and conferences.
- Initiating, organising and undertaking campaign activities at all levels and participating, as required, in UNISON-wide campaign activities.
- Initiating, developing, co-ordinating and implementing recruitment and organising plans and activities.
- Responding to government consultation documents and legislation.
- Providing support and assistance to regions and branches and advising regional officers and staff, as appropriate, on matters of national service group or sector policy.
- Initiating actions and contributing to the development of European and international activities, as required.

##### **Negotiations and Collective Bargaining**

- Negotiating pay and conditions of service at national level for the membership.
- Maintaining relations with appropriate employers, employer representatives or organisations.
- Undertaking research and providing advice, assistance and information to facilitate negotiations at regional and branch level.

- Assisting, where appropriate, in providing a co-ordinated pay and conditions bargaining service in accordance with policy, to support negotiations at regional and local level
- Representing UNISON on negotiating and government bodies, as appropriate, at national levels.
- Researching and preparing salary and other claims and presenting them to employers and undertaking consultation with the membership, through the lay member structure.

### **Communications**

- Participating in appropriate meetings at all levels across the union.
- Representing UNISON, its members and aims and objectives to employers, the media, Government departments and other appropriate organisations and individuals.
- Communicating on a national and regional basis, and representing the interests of the union.
- Making speeches and presentations in a wide variety of settings.
- Initiating and undertaking appropriate training activities.

### **Managerial/Financial**

- Ensuring effective organisation of work, identifying priorities and providing assistance and guidance to support staff.
- Authorising expenditure on items within UNISON's financial standing orders and practices and relevant guidelines.
- Preparing budgetary submissions, and ensuring that activities are undertaken within the budgets allocated for activities and for assessing the financial implications of proposals and activities.

### **Administration**

- Preparing reports, agendas, minutes and correspondence, as appropriate. Operating within the administrative arrangements and timetables set, including ensuring the maintenance of suitable files and records
- Undertaking all work within the aims and objectives of UNISON, particularly as regards initiating and developing equal opportunities strategies and programmes.
- Deputising, as required, for senior officers.
- Undertaking any other duties relevant to the key tasks and responsibilities identified above.

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## Person Specification and Selection Criteria

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race or ethnic origin, gender identity, family situation, sexual orientation, disability, religion or age. This person specification is designed to help members of Interviewing Panels judge the qualities of interviewees in a systematic and consistent way and in accordance with UNISON's equal opportunities policy. It is given to all job applicants for information.

### Assessment code

**A – Application form**

**PI – Panel interview**

Heading	Selection criteria	Assessment
<b>1. Thinking</b>	1.1 The ability to contribute to and influence strategic initiatives and solutions in a large and complex organisation	<b>A &amp; PI</b>
	1.2 Excellent analytical skills including ability to analyse complex information including legal, statistical and financial information.	<b>A &amp; PI</b>
	1.3 A high level understanding of, and ability to operate in, the political environment	<b>A &amp; PI</b>
	1.4 A commitment to personal and staff development that supports the union's objectives	<b>A &amp; PI</b>
<b>2. Interpersonal and Communication</b>	2.1 Highly developed interpersonal skills including: <ul style="list-style-type: none"><li>• Leadership and ability to motivate</li><li>• Commitment to corporate working</li><li>• Ability to work with senior management</li><li>• Team Working</li><li>• Mentoring and coaching</li><li>• Handling difficult relationships</li><li>• Handling complaints</li><li>• Ability to work in partnership with</li></ul>	<b>A &amp; PI</b>







## **Other Information**

Please submit **four** copies of your completed application form.

Please send 4 completed application forms to the HR Department, UNISON, 130 Euston Road, London, NW1 2AY quoting the ref no: **BNE/29**.

Completed application forms must be received by no later than **12 noon on Thursday 23 February 2017**.

Interviews will be held on 09 & 10 March 2017.