

UNISON

JOB BRIEF: REGIONAL ADMINISTRATION MANAGER

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.

The East Midlands Region has a working membership of 86,081 people, 64 members of staff, 58 branches and approximately 1,680 lay activists.

Strategic Development

2. The Regional Administration Manager is a senior manager of the region, is a member of the Regional Management Team (RMT) and manages a team (or teams) of staff. The RMT is led by the Regional Secretary who is a member of UNISON's Senior Management Group and is responsible for the overall strategic and operational management of the region. The Regional Administration Manager is the key manager of regional support staff and:

- supports the Regional Secretary in the development of regional strategy and planning to achieve UNISON's internal objectives and priorities. He/she supports the development of the region's strategic and operational plan, and undertakes the operational management of its implementation
- managing, supporting and mentoring support staff and supervisors in their leadership role.
- co-ordinates functions and activities across the UNISON region to ensure effective and efficient delivery of key services to staff and activists.
- prepares budgets and provides financial management
- develops effective mechanisms for developing staff and involving them in decision making, shares good management practice

3. UNISON structures its work programme to provide for the systematic implementation of policies adopted by its democratic lay member structures. Senior managers 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:

- Recruiting, organising and representing members.
- Negotiating and bargaining on behalf of members and promoting equality.

- Campaigning and promoting UNISON on behalf of members.
 - Developing an efficient and effective union.
4. The Regional Administration Manager with his/her colleagues in the Regional Management Team is a key contributor to the development, in partnership with senior lay officials, of the strategic and operational plan for the region, to ensure that the resources of the region are directed towards the achievement of the NEC's objectives and priorities. The regional plan identifies priorities and establishes progress or performance indicators to enable effective monitoring and evaluation of all work and achievements.

Managerial

8. It is essential that the Regional Administration Manager demonstrates an enthusiastic style of management and leadership that encourages and motivates a wide range of staff. The Regional Administration Manager provides leadership for team(s) to ensure the efficient and effective deployment of the region's resources in the implementation of national policy objectives and priorities.
- manages staff teams and develops performance standards and mechanisms for monitoring and evaluation.
 - Co-ordinates staff development activities for all staff across the region
 - Is the designated manager for staff health and safety and environmental issues
 - Manages building and IT services, finance functions, internal information systems, membership records, administrative systems and personnel administration

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REGIONAL ADMINISTRATION MANAGER FIXED TERM FOR UP TO 12 MONTHS EAST MIDLANDS REGION REF: R2/26T

JOB DESCRIPTION

Grade: 3

Location: Regionally based

Reports to: Regional Secretary

Responsible for: Regional Support staff

OVERALL SUMMARY

This post is a member of the Regional Management team (RMT) and reports directly to the Regional Secretary. The RMT has responsibility for the overall strategic and operational management of the Region under the leadership of the Regional Secretary and in partnership with senior lay members.

Key Responsibilities

- Supports the Regional Secretary with the development of Regional strategy and planning to achieve UNISON's national priorities and develop the Region's strategic and operational plan. Has lead responsibility for implementation of aspects of the plan.
- Manages staff, resources, functions and activities within the Region to ensure the delivery of key services to staff and members.
- Carries lead strategic managerial responsibility for specialist area(s) within the Union's 4 objectives including formulating effective strategies to develop the Union's performance in those areas of designated responsibility and manage their implementation.
- Ensures effective mechanisms to develop staff and involve them in decision making are formulated and implemented.
- Ensures that good management practice including change management and leadership strategies is shared across regional staff.
- Ensures the development of performance standards and mechanisms for monitoring and evaluation.

- Undertakes other duties as required by the grade descriptor and/or job profile of this post.

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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
1. Thinking skills	1.1 Experience of complex problem solving including: <ul style="list-style-type: none">• Analysis of complex information including statistics and financial information• Development of strategic plans• Development and implementation of performance standards including monitoring & evaluation	A & PI
	1.2 Ability to understand and oversee development of technical systems including IT and building services	A & PI
	1.3 Commitment to personal and staff development that supports the achievement of Regional objectives	A & PI
2. Inter-personal & Communication skills	2.1 Highly developed interpersonal skills including <ul style="list-style-type: none">• Leadership• Mentoring and coaching skills• Motivation• Handling complaints• Handling complex relationships	A & PI

	<p>2.2 Experience of influencing people at all levels internally including</p> <ul style="list-style-type: none"> • Ability to produce coherent reports on complex issues <p>2.3 Experience of advocacy in difficult situations</p> <p>2.4 A track record of effective team working in a corporate management structure</p> <p>2.5 Ability to work in partnership with lay membership</p> <p>2.6 Awareness of and the ability to use Information and communications technology and the ability to manage the development and implementation of new methods of working.</p>	<p>A & PI</p> <p>A & PI</p> <p>A & PI</p> <p>A & PI</p> <p>A & PI</p>
3. Initiative and independence	3.1 A track record of using initiative and independence over a broad area of activity where decision making and discretion is required	A & PI
4. Staff management	<p>4.1 A track record of managing staff and resources effectively including:</p> <ul style="list-style-type: none"> • motivation & encouraging innovation • Managing performance & other complex staffing issues • Team building • Managing change • Effective Delegation 	A & PI
5. Resource Management	<p>5.1 Experience of managing projects</p> <p>5.2 Evidence of Time Management skills</p> <p>5.3 Evidence of managing Budgets including preparation, monitoring progress and resource control</p>	<p>A & PI</p> <p>A & PI</p> <p>A & PI</p>
6. Physical Skills <i>(with DD modification where</i>	6.1 Key board skills	A

<i>necessary)</i>		
7. General Knowledge	7.1 Understanding of and commitment to UNISON'S aims and objectives including the principles of equality and democracy	A & PI

Other information:

Please send 4 completed application forms along with the recruitment and disability monitoring form to the HR Department, UNISON, 130 Euston Road, London, NW1 2AY quoting the **ref no: R2/26T**.

Completed applications must be received by **12 noon on Monday 06 November 2017**.

Interviews will take place on 23 and 24 November 2017.