

# UNISON

## **Job Brief: Assistant National Officer – Strategic Organising Unit (SOU)**

### **Introduction**

UNISON is Britain'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 Role**

The role of the Assistant National Officer is to assist in the delivery of organising campaigns and to provide advice and support to UNISON's lay member structure and regions in respect of such campaigns.

It is envisaged that a significant amount of time would be spent in regions working with regional organisers and lay activists in organising workers to join and become active in UNISON. Some negotiation with employers will be involved around access and trade union facilities.

Campaigning around issues that can be used to attract workers to join and become active in UNISON will also be part of the job. As well as the development of relevant policy areas.

- Supports organising, recruitment and campaign activities in UNISON-wide campaign activities.
- Provides policy advice and bargaining support and guidance,
- Contributes to UNISON responses to government consultation documents and legislation.
- Provides support and assistance to regions and branches and regional organisers and staff, as appropriate.
- Liaises and co-ordinates relations with appropriate government departments employers organisations and other bodies
- Assisting, where appropriate, in research to support branches regions and full time officials
- Prepare reports, briefings, agendas and minutes.
- Maintain appropriate files and storage using electronic systems
- Arranges meetings and seminars

- Where appropriate delivers presentations to seminars and conferences
- Provides administrative support to national organising staff

The role of the Assistant National Officer is generic and the allocation of their areas of work is the responsibility of the head of the SOU. Areas of work are interchangeable and are annually reviewed in discussion with the Assistant National Officer to meet the needs of the organisation and service to regions, branches and members.

### **UNISON's Aims**

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.

### **Working Time**

While the Assistant National Officer post can be a demanding position, requiring some attendance at meetings outside of the conventional working day, UNISON is a strong supporter of the work/life balance ethos and has a cross union flexible working policy. 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.

## **UNISON**

### **ASSISTANT NATIONAL OFFICER FIXED TERM UNTIL 29 FEBRUARY 2020 STRATEGIC ORGANISING UNIT MANCHESTER OFFICE REF: ORE/AR4/NSOU**

#### **JOB DESCRIPTION**

Grade: 5

Hours: 35 per week

Location UNISON Centre/ Regional Office

Reports to: Head of Strategic Organising

#### **Overall Summary**

The role of the Assistant National Officer is to assist in the development of policy advice to UNISON's lay member structure, support negotiating initiatives with employers, and to participate in campaigning activities. They will provide administrative and related support to national organising staff and service lay member structure as appropriate.

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

This is a generic post and the duties will be drawn from the following:

#### **Policy and Bargaining Support**

- Researching and preparing draft papers, reports or claims for the lay member structure or for submission to employers and outside organisations.
- Drafting survey questionnaires, assisting as appropriate in their distribution, and analysing results.
- Undertaking statistical analysis of pay bargaining data and other information as may be required, using electronic IT systems where appropriate.
- Preparing circulars, bulletins and other publicity material for regions, branches or members.

- Assisting with the provision of information and advice to regions and branches.
- Assisting with the organisation of campaigns and related events

### **Organisational and Recruitment**

- Assisting with the co-ordination of national campaign activities and undertaking appropriate work, as may be required.
- Supporting and assisting in the development of recruitment initiatives.
- Assisting in the organising of seminars and sector conferences

### **Communication and Research**

- Liaising with appropriate national and regional staff.
- Liaising with and co-ordinating, as required, work with employer organisations or other outside bodies or individuals.
- Using electronic IT systems, e.g. e-mail and Internet, to communicate with other parties. Keeping up to date and writing and uploading materials for the relevant sections of UNISON's website.
- Liaising and co-ordinating, as appropriate, work with other sections/ departments, regions, and outside organisations

### **Administrative**

- Preparing reports, agendas and minutes and undertaking executive action following meetings, as appropriate.
- Maintaining appropriate files and storage of records/information, using electronic IT systems where appropriate.
- Making arrangements for meetings and carrying out associated work or, as appropriate, liaison with other organisations or individuals making these arrangements.
- Providing administrative support to national organising staff
- Assisting in preparing reports, including service group or sector annual reports.

- Maintaining records and files in accordance with the union's procedures
- Assisting in the administration and conduct of national ballots

**General/Other**

- Any other duties relevant to the overall responsibilities of the post.

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**ASSISTANT NATIONAL OFFICER  
FIXED TERM UNTIL 29 FEBRUARY 2020  
STRATEGIC ORGANISING UNIT  
MANCHESTER OFFICE  
REF: ORE/AR4/NSOU**

**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**

**As– assessment**

**PI – panel interview**

<b>Heading</b>	<b>Selection criteria</b>	<b>Assessment</b>
<b>1. Thinking</b>	<b>1.1</b> Experience of developing solutions to resolve problems including <ul style="list-style-type: none"><li>• analysing information and statistical data</li><li>• research</li><li>• drafting action plans</li><li>• providing policy advice and interpretation</li><li>• considering ways of progressing action through meetings</li><li>• Assisting with the preparation of claims</li><li>• Developing design of campaigns</li></ul>	A & As & PI
	<b>1.2</b> Learning and Development <ul style="list-style-type: none"><li>• Can demonstrate continuous personal learning development</li></ul>	A & As & PI
<b>2. Interpersonal and Communication</b>	<b>2.1</b> Excellent communication skills including <ul style="list-style-type: none"><li>• Ability to communicate effectively in range of formats and circumstances</li><li>• Ability to contribute to discussions at meetings</li><li>• Ability to facilitate meetings</li><li>• Ability to write speeches, produce</li></ul>	A & As & PI

	<p>reports, bulletins etc.</p> <ul style="list-style-type: none"> <li>• Ability to give advice to members on rights and benefits</li> <li>• Ability to work effectively with branches, regions and other departments.</li> </ul>	
	2.2 Experience of effective Team working	A & As
<b>3. Initiative and Independence</b>	3.1 Experience of prioritising own workload including <ul style="list-style-type: none"> <li>• decision making within guidelines</li> <li>• following policies and procedures</li> <li>• devolving work to others appropriately</li> </ul>	A & As
<b>4. Resource management</b>	4.1 Experience of Project co-ordination including <ul style="list-style-type: none"> <li>• time management</li> <li>• controlling expenditure</li> <li>• maintaining confidential information</li> </ul>	A & PI & As
<b>5. Physical Skills</b> <i>(with DDA modification where necessary)</i>	5.1 Keyboard skills	A
	5.2 Occasional light lifting of materials	A
	5.3 Ability to travel	A
<b>6. General knowledge</b>	6.1 An understanding of and commitment to the principles of equality and democracy	A & As & PI
	6.2 An understanding of the role of trade unions and the social and political environment in which the union operates	A & As & PI
	6.3 Ability to recognise the political dimension of issues both in terms of UNISON's structures/policies and those of other unions and employers with whom UNISON deals.	A & As & PI
	6.4 Understanding of UNISON's policies and procedures or demonstrable capacity to develop such understanding based upon previous experience and/or interests.	A & As & PI
	6.5 ICT packages including Microsoft Office suite	A

### **Other Information**

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

Completed application forms must be sent to Amrik Natt, National Strategic Organising Unit, UNISON, 130 Euston Road, London NW1 2AY by no later than **Friday 03 November 2017**.

Please quote the correct reference number: **Ref: ORE/AR4/NSOU**.

Interviews will be held on 23 November 2017 in London.