

(PLEASE NOTE THIS JOB DOCUMENTATION IS SUBJECT TO REVIEW)

UNISON

JOB BRIEF: SENIOR NATIONAL OFFICER

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 service. 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.
2. The Senior National Officer (SNO) is a member of the Bargaining, Negotiating and Equalities Management Team (BNEMT) and manages a team (or teams) of staff.
3. The BNE Directorate is made up of four sections: Health; Education and Children's Services; Local Government; and Business, Environment and Community. Each BNE Section is led by the National Secretary, who is a member of UNISON's Senior Management Group and is responsible for the overall strategic and operational management of the section. National Secretaries report to an Assistant General Secretary.

Strategic Development

4. The SNO is a key manager of national office staff and supports the National Secretary in the development of strategy and planning to achieve UNISON's internal objectives and priorities. She/he supports the development of the section's strategic and operational plan, and undertakes the operational management of its implementation.
5. 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:
 - 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.
6. The Senior National Officer is a key contributor to the development, in partnership with senior lay officials, of strategic and operational plans, to ensure that resources are directed towards the achievement of the NEC's objectives and

priorities. Plans identify priorities and establish performance indicators to enable effective monitoring and evaluation of 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, SNOs make a significant contribution to the political development of the union and implementation of national campaigning objectives. They support the development of media and communications strategies and have considerable expertise in handling the media. They have excellent presentation and public speaking skills. They have a strategic understanding and commitment to partnership working within an organisation, and a strong commitment to the public service ethos.
7. Senior National Officers also have a thorough knowledge of industrial relations environments, and wide experience in negotiations. They are highly competent advocates, possess strong interpersonal skills and an ability to get on with people at all levels. These include regional, local and national politicians, civil servants, public and private sector employers, and a diverse range of occupational groups and other trade unionists.

Managerial

8. It is essential that the SNO demonstrates an enthusiastic style of management and leadership that encourages and motivates staff and lay member activists. She/he provides leadership for team(s) to ensure the efficient and effective deployment of resources in the implementation of policy objectives and priorities.
9. UNISON is undergoing a period of major change to meet the union's developing recruitment, organisation and campaigning agenda. Post holders play a vital role in leading and managing change and of selecting, motivating, developing and managing staff to improve their performance.
10. While the 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 regional lay officials.
11. The role is generic and the allocation of their areas of work is the responsibility of the National Secretary. Areas of work are interchangeable and are annually reviewed in discussion with the Senior National Officer to meet the needs of the organisation.

UNISON

SENIOR NATIONAL OFFICER FIXED TERM CONTRACT UNTIL DECEMBER 2018 HEALTH SERVICE GROUP REF: BNE/27T

JOB DESCRIPTION

Grade:	2
Location:	UNISON Centre, London
Reports to:	National Secretary
Responsible for:	National Officers, Assistant National Officers & Secretarial/Administrative Staff

OVERALL SUMMARY

This post is a member of the Bargaining, Negotiating and Equalities Management team (BNEMT) and reports directly to the National Secretary. The BNEMT has responsibility for the overall strategic and operational management of the BNE Directorate under the leadership of the Assistant General Secretary and in partnership with senior lay members. The role of Senior National Officer is generic and the work package is drawn from the list of key responsibilities set out below. Areas of work are interchangeable based on the needs of the Union and at the discretion of the National Secretary.

Key Responsibilities

- Supports the National Secretary with the development of strategy and planning to achieve UNISON's national priorities and develop strategic and operational plans. Has lead responsibility for implementation of aspects of the plan.
- Manages staff (including direct line management), resources, functions and activities to ensure effective campaigning, integrated working and the delivery of key services to Regions, Branches and members.
- Works to build UNISON's public profile and external influence and develop capacity in UNISON's lay organisation to achieve identified national objectives
- Responsible for ensuring communication of the Union's achievements and priorities to staff and between managers and staff.
- Responsible for developing and leading on key negotiating and organising strategies across specific occupational groups.

- 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 teams.
- 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

ST – Selection Test

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• Organisational development and management of change	A & PI & ST
	1.2 Experience of operating and influencing effectively in a political environment	A & PI
	1.3 Commitment to personal and staff development that supports the achievement of objectives	A & PI
2. Inter-personal & Communication skills	2.1 Very highly developed interpersonal skills including <ul style="list-style-type: none">• Leadership• Mentoring and coaching skills• Motivation• Handling complaints• Handling complex relationships	A & PI & ST

	<p>2.2 Experience of influencing people at all levels, internally and externally including</p> <ul style="list-style-type: none"> • Strong presentation skills and the ability to influence and respond to all types of media • Ability to produce coherent reports on complex issues <p>2.3 A track record of negotiating at a high level</p> <p>2.4 Experience of advocacy in complex and difficult situations</p> <p>2.5 A track record of effective team working in a corporate management structure</p> <p>2.6 Ability to work in partnership with lay membership</p> <p>2.7 Ability to act as key advisor to senior management and lay committees</p>	<p>A & PI & ST</p> <p>A & PI</p> <p>A & PI</p> <p>A & PI</p> <p>A & PI</p> <p>A & PI & ST</p>
3. Initiative and independence	<p>3.1 A track record of using initiative and independence over a broad area of activity where decision making and discretion is required</p> <p>3.2 Ability to demonstrate emotional resilience, self awareness and self management</p>	<p>A & PI</p> <p>A & PI & ST</p>
4. Staff management	<p>4.1 Ability to manage 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 	<p>A & PI</p>
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 as necessary)</i>	6.1 Key board and ICT skills.	A
	6.2 Ability to be mobile	A
7. General Knowledge	7.1 Understanding of and commitment to UNISON'S aims and objectives including the principles of equality and democracy	A & PI & ST
	7.2 A knowledge of the key areas of employment and trade union law.	A & PI
	7.3 In depth understanding of the role of trade unions and the national and local social and political environment in which the union operates	A & PI

Other Information

You will be required to live within reasonable travelling distance of the UNISON Centre in London NW1.

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

Completed application forms along with the recruitment and disability monitoring form must be received by Human Resources Department, UNISON, 130 Euston Road, London, NW1 2AY no later than **5pm on Thursday 09 November 2017**. Please quote **ref: BNE/27T**.

It is proposed to hold interviews on 28 and 29 November 2017.