

# UNISON

## **Job Brief: Assistant National Officer – Local Government Service Group**

### **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.

UNISON is the leading union in local government, the NHS, community and voluntary sector, education and children services and a range of private and public sector employers where we negotiate pay and terms and conditions of employment.

In addition we provide cross union specialist support to UNISON bargainers at national, regional and local level on key negotiating issues, equalities and fairness and health and safety at work. The Assistant National Officers we are seeking to appoint will have key roles in providing these cross union services and supporting our initiatives to build and strengthen our organisation in the workplace, improve health and safety and promote equality.

### **The Role**

2. The Assistant National Officer is a key generic organising role with responsibility for supporting the national officer in providing policy advice and guidance to the union including the lay member structures; providing support and guidance to regions, branches and full time officials.
  - 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 National Secretary. 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.

### **This Post**

This is a maternity cover post for up to 12 months, with one month's notice. The successful candidate will join the team at UNISON Centre leading on policy and bargaining within local government, police and justice at a UK-level.

This post will focus on local government and related services. Specific areas of work will include playing a leading role in UNISON's campaign against local

government cuts, and supporting and organising UNISON's membership and senior activists in the fire and rescue occupational group.

The Assistant National Officer job description and person specification are below. In particular, we are looking for candidates who:

- Have knowledge of local government and/or public service policy and delivery issues;
- Can hit the ground running, working on projects that have already been established;
- Have experience of co-ordinating campaigns and building organisation;
- Have excellent communication skills, including writing, and can summarise complex information for a variety of audiences;
- Understand the issues arising from a predominantly low paid, female workforce.

## UNISON

**ASSISTANT NATIONAL OFFICER X 2**  
**1 X PERMANENT POST – REF: BNE/50**  
**1 X FIXED TERM MATERNITY COVER FOR UP TO 12 MONTHS (Subject To**  
**One Months Notice) – REF: BNE/51T**  
**LOCAL GOVERNMENT SERVICE GROUP**

### **JOB DESCRIPTION**

Grade: 5

Hours: 35 per week

Location UNISON Centre

Reports to: Either the National Secretary or Senior National Officer as appropriate

### **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

## UNISON

**ASSISTANT NATIONAL OFFICER X 2**  
**1 X PERMANENT POST – REF: BNE/50**  
**1 X FIXED TERM MATERNITY COVER FOR UP TO 12 MONTHS (Subject To**  
**One Months Notice) – REF: BNE/51T**  
**LOCAL GOVERNMENT SERVICE GROUP**

### **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>	<b>A &amp; As &amp; PI</b>
	<b>1.2</b> Learning and Development <ul style="list-style-type: none"><li>• Can demonstrate continuous personal learning development</li></ul>	<b>A &amp; As &amp; PI</b>
<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>	<b>A &amp; As &amp; PI</b>

	<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	<b>A &amp; As</b>
<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>	<b>A &amp; As</b>
<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>	<b>A &amp; PI &amp; As</b>
<b>5. Physical Skills</b> <i>(with DDA modification where necessary)</i>	5.1 Keyboard skills	<b>A</b>
	5.2 Occasional light lifting of materials	<b>A</b>
	5.3 Ability to travel	<b>A</b>
<b>6. General knowledge</b>	6.1 An understanding of and commitment to the principles of equality and democracy	<b>A &amp; As &amp; PI</b>
	6.2 An understanding of the role of trade unions and the social and political environment in which the union operates	<b>A &amp; As &amp; PI</b>
	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.	<b>A &amp; As &amp; PI</b>
	6.4 Understanding of UNISON's policies and procedures or demonstrable capacity to develop such understanding based upon previous experience and/or interests.	<b>A &amp; As &amp; PI</b>
	6.5 ICT packages including Microsoft Office suite	<b>A</b>

### **Other Information**

Please send **3** completed application forms along with a copy of the recruitment and disability form to Indira Patel, Local Government, UNISON, 130 Euston Road, London, NW1 2AY or alternatively email [i.patel@unison.co.uk](mailto:i.patel@unison.co.uk) quoting the correct reference number:

- **BNE/50 for the permanent post**
- **BNE/51T for the Fixed Term Maternity cover**

Completed application forms must be received by no later than **5pm on Friday 01 December 2017.**

Interviews will be held on 19 December 2017.