

UNISON

ASSISTANT INTERNATIONAL OFFICER INTERNATIONAL UNIT POLICY AND PUBLIC AFFAIRS REF: CCP/41

JOB DESCRIPTION

Grade: 5

Hours: 35 per week

Location: UNISON Centre, London NW1

Reports to: Head of International Relations

OVERALL SUMMARY

The Assistant International Officer's role is to assist in the development of policy in specialist areas of international work; to assist in providing support, guidance, information and advice to appropriate lay member structures, other central departments, service groups, self-organised groups, regions and branches. The post holder will work under the guidance and support of the Head of International Relations and the International Officer.

KEY TASKS AND RESPONSIBILITIES

Organisation and Administrative

- Assisting with the general administration of the unit.
- Ensuring effective organisation of work identifying problems and providing assistance and guidance to colleagues within the department.
- Ensuring that activities are undertaken within the budgets allocated within the department for activities and for assessing the financial implications of proposals and activities.
- Operating within the administrative arrangements and timetables laid down within the department, including ensuring the maintenance of suitable files and records.
- Helping to arrange the servicing of and participation in international conferences, meetings and delegations in the UK and abroad.
- Helping to organise training events and seminars on international issues.

- Assisting in a large flow of information to/from the department.

Communications / Co-ordination

- Participating as required at meetings at all levels within the department and across UNISON.
- Collating, analysing and disseminating information, including answering enquiries, writing reports, motions, speeches and policy papers for senior officers and lay members, publicity and educational materials etc. under the guidance of the Head of International Relations.
- Preparing high quality reference material.
- Assisting in the development of relations with external organisations and other trade unions in the UK and in other countries and with other UNISON departments, service groups, self-organised groups, regions and branches.
- Developing the skills to make speeches and presentations in a wide variety of settings, including training courses for members on international issues with appropriate training and support.

Development / Strategic

- Assisting in organising and implementing UNISON wide international campaigns and solidarity/campaigning activities at all levels with other sectors of UNISON, as appropriate.
- Assisting in providing support and assistance to service groups, self-organised groups, other central departments, regions and branches on international policy matters.
- Assist in preparing policy advice and guidance, as appropriate, to the NEC, International Committee, national delegate conference and other committees and service group executives, project teams and working parties etc. under the guidance of the Head of International Relations.
- Researching and preparing papers and reports by the International Committee under the guidance of the Head of International Relations.
- Contributing to the development of policy initiatives and strategies for international work.
- Developing an expert and detailed knowledge of one or more identified specialist policy areas with appropriate support from the Head of International Relations.

- Be prepared to work across a wide range of policy areas in co-operation with other members of the Policy and Public Affairs Department.

Specialist / Technical

- Regular use of at least one other language for the purposes of direct communication with counterpart organisations and individuals, in support of own policy work.

General / Other

- To develop awareness of international issues relevant to the work of the department.
- Accompanying delegations and attending meetings/conferences in the UK and abroad, as required.
- 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

I = Interview question

ST = Selection test

Heading	Selection Criteria	Assessment
1. Organisation and administrative	1.1 Ensuring effective organisation of work, and assistance for support staff within the department.	A, I
	1.2 Ability to work as part of a team.	A, I
	1.2 Good administrative and organisational skills and experience.	A, I
2. Communications / Co-ordination	2.1 Ability to prepare and write policy papers, reports, briefings, motions and speeches.	A, I
	2.2 Ability to provide advice to lay members and colleagues.	A, I
	2.3 Presentation/public speaking skills.	A, I
3. Development / Strategic	3.1 Ability to research, understand and analyse, with support, international issues and contribute to the development of UNISON's international policy.	A, I
	3.2 Good organisational skills and ability to help plan missions, conferences	A, I

	and other events. 3.3 Campaigning skills including ability to organise and implement campaigns at all levels in the union and beyond.	A, I
4. Specialist / Technical	4.1 Oral and written fluency in English and at least basic knowledge of one other major European language.	A
5. General	5.1 Understanding of international issues. 5.2 Awareness and commitment to trade union issues, in particular international matters. 5.3 Ability to work outside normal hours and occasional weekends. 5.4 Travel within the UK and abroad is a requirement of the job.	A, I A, I A A

Other Information

Please send 3 copies completed Application Forms along with the Recruitment and Disability Form to Anne Pickard, PPA, 130 Euston Road, London, NW1 2AY or email a.pickard@unison.co.uk quoting the post ref: **CCP/41**.

Completed application forms must be received by no later than **5pm on Monday 12 February 2018**.

Interviews will be held on 28 February 2018.