



## **Job brief: MiP National Officer (Yorkshire and the North East)**

Managers in Partnership helps health and care managers to do the job they are passionate about: deliver dignified and effective health and care to patients and service users by providing personal support and a public voice for our members.

We do this through:

- **Personal support** - providing expert employment advice and direct representation to help managers in their career, ensuring they are treated fairly by employers and helping members get the best outcome
- **Access to leadership networks and skills development** - members can network, share knowledge and participate in our seminars and conference
- **Collective representation** - using our collective voice to communicate the views of healthcare managers to employers, policy makers, the public and the media, making changes for the better and challenging negative perceptions.

This job brief covers (1) MiP background and (2) the national officer role.

### **1. Background**

MiP was launched in 2005 as a joint venture between UNISON and the FDA to provide trade union representation tailored to the needs of senior managers in healthcare. It is a national branch of UNISON and a sector of FDA. Members are entitled to all the benefits of membership of both unions. MiP is affiliated to the TUC through the FDA.

**MiP members:** MiP has over 6,000 members working in the NHS, the private and third sector throughout the UK. The MiP membership profile reflects that of management in the health and care services. Most MiP members are white, with just 4% identifying themselves as black or ethnic minority, and are over 45 years old.

**Eligibility:** Managers are eligible for membership if they are graded Agenda for Change 8 and above (or equivalent) and if they have a management responsibility. NHS management trainees may also join with a special rate for the two or three years of the relevant scheme.

**Management board:** A management board of senior officers from UNISON and FDA sets MiP's overall strategy, budget, staffing and recruitment targets.

**Staffing:** A small head office team, including the chief executive, is based in London. It deals with membership records, finances, communications, recruitment and retention strategy, policy development and team management.

MiP has eight home-based national officers providing representation for members in the 10 English NHS regions and Northern Ireland, Scotland and Wales. We also

draw on a network of consultant reps. MiP national officers are each responsible for between 700 – 1,000 members.

MiP's national officers work as a national team with responsibilities for geographical areas. These areas are: the Midlands; London and East of England; London and South Central, London and the South East; North West; Scotland and Northern Ireland; Wales and South West; Yorkshire and North East. Team members cover for each other during absences and sudden work demands.

The team meets monthly and officers keep in regular touch with each other. The team has regular away days and other development opportunities. The team is critical to the success of MiP, and has contributed to the significant recruitment growth since MiP was launched.

**MiP reps and link members:** MiP does not have a local branch structure. Instead MiP has a growing network of more than 100 accredited reps and link members in individual employers. These link members act as a link between the national union and members, recruit and organise members, negotiate with employers and represent individual members under supervision of the national officer. Supporting and developing reps and link members is a key responsibility of each national officer.

**National committee:** MiP's national committee is elected every two years and meets four times a year.

The committee comprises up to 20 members as follows:

- Northern Ireland one seat
- Scotland two seats
- Wales two seats
- each NHS region in England except London one seat
- London two seats
- up to three non-voting members can be co-opted by the committee

Elected members represent their constituency and the interests of all MiP members in formulating MiP's policies on healthcare, the NHS and workplace relations, including negotiations, and the representation, recruitment and organisation of MiP members.

**Partnership working:** MiP has no political affiliation and works in partnership with the UK's four governments, individual employers and organisations such as other trade unions, NHS Employers, professional bodies, think tanks and service users to support innovation to improve healthcare delivery and to ensure patients and staff are treated with dignity and respect.

MiP plays an active role in national and regional partnership forums.

**Policy:** as a small, specialist trade union, MiP recognises that it has to focus on a few policy areas which will have maximum impact on our members' quality of working life and promote our values and principles. It has developed that policy in consultation with members in general and with the national committee in particular. Some key areas of policy work over the past year include:

- submissions to official consultations on health policy
- submissions to pay review bodies and Government inquiries on pay and conditions for public service workers

- supporting equality and diversity in the NHS through support for the Workforce Race Equality Standard, attending TUC equality conferences and co-producing the annual Women into Leadership Healthcare conference.
- lobbying and meeting with parliamentarians in Westminster, Scotland and Wales to influence attitudes to health managers in the development of health policy
- representing the interests of managers in national discussions about organisational change
- Executive and Senior Manager (ESM) pay – presenting written evidence to the SSRB and taking part in discussions with DH about job evaluation

**Informing and influencing:** MiP keeps in touch with its members, keeping them informed and seeking their views on developments in health policy and employment relations. A quarterly magazine healthcare manager is mailed to all members and posted on our website.

MiP hosts an annual members' summit bringing together over 250 healthcare members and partners, in order to develop the union's policy and action plan. The summit features high profile speakers, including Simon Stevens and ministers, discussion groups, masterclasses and networking.

MiP sends monthly emails to members with information about developments in healthcare and employment rights and consulting them on current issues. We are updating the website in early 2018.

## 2. The national officer role

The National Officer for Yorkshire and North East is responsible for 850 members and 10 reps, working in 141 employers.

The national officer is the key leadership role in the region - and some national employers - with the responsibility for individual and collective representation, and **recruitment and organisation** of members. The national officer has a key responsibility to support and develop MiP reps and link members in the workplace.

In many ways you are the face of the union for members, reps, employers, our partners in UNISON branches and other stakeholders. **Developing the profile, reputation and strong partnership working in the region** is a key responsibility for the national officer, especially with employers and HR professionals and with UNISON branches.

The national officers have considerable knowledge of industrial relations and deep experience of representing members individually and collectively. They have strong advocacy skills.

**Advice and representation of individual members** with complex employment issues represents the lion's share of the role. Our team of national officers currently estimate they spend about three-quarters of their time on casework.

Working closely with their lay leaders, the national officer is a key deliverer of MiP's operational plan in his or her region covering:

- Representing, recruiting and organising members
- Negotiating and bargaining on behalf of members and promoting equality

- Campaigning and promoting MiP on behalf of health and care managers, particularly speaking up for the value of their role.
- Developing an efficient and effective union

National officers therefore have a breadth and depth of responsibility and need to manage competing demands and maintain high standards of support for individual members. While colleagues and management will support you, the post requires a high degree of **initiative and independence** by the national officer, who is a homeworker, especially around decision-making and time management. The high proportion of individual representation requires significant mental and emotional effort. Travel around a large patch is also a significant factor in the job.

While the national officer post is a demanding position, requiring attendance at meetings outside the conventional working day, MiP 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 members and reps.

The attached job description sets out the key responsibilities for the role.

The role of national officer is generic and the allocation of areas of work is the responsibility of the chief executive or other designated regional manager. Areas of work are interchangeable and reviewed annually with the postholder to meet the needs of the organisation and service to members and reps.

**MANAGERS IN PARTNERSHIP (MiP)**  
**NATIONAL OFFICER**  
**(YORKSHIRE AND THE NORTH EAST)**

**REF: BNE/82**

**JOB DESCRIPTION**

Grade: 3

Location: Regionally-based in home office

Reports to: Chief Executive

Responsible for: Representation and Organising

**OVERALL SUMMARY**

The national officer is the key for MiP in the region. Working under the strategic direction of the chief executive, the national officer represents individual members; recruits and organises MiP members; and builds the union's profile, reputation and relationships with employers, UNISON branches and other stakeholders.

The MiP National Officer role is based on UNISON's Regional Organiser role, which is a generic leadership role. The list of key responsibilities set out below draws on the work package for the role. Some of these are interchangeable, based on the needs of the union and the discretion of senior management.

**Key Responsibilities**

- Provides leadership ensuring that reps and members are aware of MiP's policies, objectives and priorities and act in line with them.
- Represents members in complex cases in the region and, as required, elsewhere in the UK; and assists reps to develop systems and processes to manage their own case work effectively.
- Ensures members are provided with the appropriate level of representation.
- Takes a proactive approach to working with MiP reps and link members to develop an organising framework to build workplace organisation, increase membership density and establish membership targets.
- Monitors and evaluates the outcome of all such initiatives.
- Builds local and regional organisation and performance, mentoring and developing reps and link members, identifying their training needs and overseeing their appropriate development.

- Leads local, regional and national collective negotiations and acts as lead specialist on significant bargaining or campaigning matters, e.g. equal pay.
- Works in partnership with UNISON, especially branches and regional staff, the FDA and other staff side bodies, and with employers, to deliver MiP's policies, objectives and priorities.
- Manages projects using MiP's project management framework across a range of issues.
- Region and nation wide specialist responsibilities for policy development working in partnership with the National Committee.
- Where required, directs and supervises the work of staff in grades 5 and 7 in project work and provides line management to individual – or teams of – grade 5s and 7s, including developing work programmes and undertaking development reviews.
- Undertakes other duties as required by the grade descriptor and/or job profile of this post.

## MANAGERS IN PARTNERSHIP (MiP)

### NATIONAL OFFICER

REF: BNE/82

#### Person Specification and Selection Criteria

This MiP person specification is the same as that for a UNISON regional organiser.

UNISON is the partner union that will employ this MiP postholder. 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
<b>1. Thinking</b>	1.1 The ability to develop strategies, solutions or plans to solve difficult problems using <ul style="list-style-type: none"><li>• Research</li><li>• The analysis of complex information including statistics &amp; financial information</li><li>• An awareness of the political and wider environment</li></ul>	<b>A &amp; PI</b>
	1.2 A commitment to personal and staff development that supports MiP's objectives	<b>A &amp; PI</b>
<b>2. Interpersonal and Communication</b>	2.1 Highly developed interpersonal skills including <ul style="list-style-type: none"><li>• Leadership</li><li>• Team Working</li><li>• Mentoring and coaching</li><li>• Handling difficult relationships</li><li>• Handling complaints</li><li>• Ability to work in partnership with lay members</li></ul>	<b>A &amp; PI</b>
	2.2 A track record of high level negotiation and influencing	<b>A &amp; PI</b>
	2.3 Experience of advocacy in difficult situations	<b>A &amp; PI</b>
	2.4 Experience of influencing people at all levels internally and externally including the ability to recruit members and	<b>A &amp; PI</b>

	<p>activists, and influence and respond to national and regional media using</p> <ul style="list-style-type: none"> <li>• Presentation skills</li> <li>• Writing correspondence, reports newsletters etc</li> </ul> <p>2.5 Awareness of and the ability to use information and communications technology</p>	<b>A &amp; PI</b>
<b>3. Initiative and Independence</b>	3.1 Track record of using initiative and independence over a broad area of activity involving decision making and discretion	<b>A &amp; PI</b>
<b>4. Staff Management</b>	<p>4.1 Motivating and encouraging innovation including the ability to</p> <ul style="list-style-type: none"> <li>• Monitor and review performance</li> <li>• Delegate and supervise work</li> <li>• Build teams</li> </ul> <p>4.2 Demonstrable leadership skills gained in an a bargaining and organising environment</p>	<b>A &amp; PI</b>
<b>5. Resource Management</b>	<p>5.1 Ability to work on and manage projects including</p> <ul style="list-style-type: none"> <li>• Planning and evaluation</li> <li>• Time management</li> <li>• Evidence of contributing towards budget management including monitoring progress and resource control</li> <li>• Setting clear objectives</li> </ul>	<b>A &amp; PI</b>
<b>6. Physical Skills</b> <i>(with DDA modification where necessary)</i>	<p>6.1 Keyboard skills</p> <p>6.2 Driving</p>	<b>A</b>
<b>7. General Knowledge</b>	<p>7.1 Understanding of and commitment to MiP's aims and objectives including the principles of equality and diversity, and of partnership working</p> <p>7.2 A detailed knowledge of the key areas of employment law including developing case law</p> <p>7.3 In depth understanding of the role of trade unions and the national and local health and social care environment in which MiP operates</p> <p>7.4 Knowledge of ICT packages including Microsoft Office suite.</p>	<b>A &amp; PI</b>

### **Other Information**

Please send **four** copies of the completed Application Form along with the Recruitment and Disability form to Human Resources Dept, 130 Euston Road, London, NW1 2AY quoting the post **ref: BNE/82**.

Completed application forms must be received by no later than **12 noon on Tuesday 17 April 2018**.

Interview Dates will be 30 April and 1 May 2018.