

UNISON

Assistant General Secretary (Regional Management and Governance)

Job Brief

1. UNISON is one of the UK's largest trade unions, serving more than 1.3 million members. We represent full-time and part-time staff who provide public services, although they may be employed in both the public and private sectors. UNISON represents and acts for members working in a range of public services and utilities. We represent members, negotiate and bargain on their behalf, campaign for better working conditions and pay and for public services.

The union's supreme governing body is our national delegate conference which meets annually. Our governance is overseen by an elected national executive council (NEC) of ordinary members of the union, comprising 68 elected representatives from our regions, service groups and national black members and young members structures, is responsible for the general management and control of the union between national delegate conferences and the union is answerable to all our members.

UNISON employs 1,115 staff, approximately 315 at our national centre in Euston, central London and the remainder in our twelve regions across the UK, including Northern Ireland.

2. UNISON's main priority for 2018 is to break the Westminster government's pay cap policy and respond to the challenges posed by the implementation of the Trade Union Act and the European Union exit negotiations.

UNISON's objectives are to:

- **Enhance our capability to meet the recruiting, organisational and representational challenges posed by austerity measures including cuts, workforce reductions, reorganisations, attacks on facility time and privatisation.** Ensuring the union is relevant to all members who provide public services – including those who work in the private sector – regardless of the economic sector in which they work. To identify and develop leadership from across the union membership. To enhance our democracy by increasing and widening participation amongst our activists and members.
- **Protect and secure fair pay and terms and conditions, high quality employment and pensions for UNISON members, building confidence for industrial action when required.** To break the Westminster and devolved governments' pay cap policy and deliver real pay increases for members. Promoting equal pay and equality and challenging all forms of discrimination, including racism, supporting migrant workers, and promoting UNISON's alternative economic strategy.
- **Develop our public service campaigns in support of quality public services, in defence of the NHS, Education, Local Government, Social Care, Police and all public services, building our political influence, forging alliances with unions, appropriate campaigning and community groups to challenge the austerity programme, including challenging the**

attacks on the welfare state. To campaign for the election of governments in Westminster, and the devolved nations, and councils which value public services and working people, rejecting the arguments of the Tory government and all far right parties.

- **Ensure that the union's structures including organisational, lay member, ICT infrastructure and internal management systems and the distribution of our resources are accessible, efficient and effective to meet the changing needs of all sections of the union and its members.**

Under the direction of the general secretary, the AGS for regional management and governance will form part of the senior leadership team to work effectively with senior lay leadership on the delivery of UNISON's objectives and priorities.

The AGS roles span the NEC's strategic committees, service group executives, self-organised groups and regions. They work closely with the presidential team, the chairs of the strategic NEC committees and regional convenors so that partnership working can be reinforced and strengthened.

Each AGS heads a national directorate. The AGS for regional management and governance will be responsible for strategic management of the regions to ensure effective implementation of the union's organising, campaign and policy objectives. The postholder will oversee governance to ensure partnership working with lay structures and be the voice of the regions in the national leadership.

All AGSs will work collaboratively across functions to ensure effective working, planning and co-ordination, leading major organisation wide priority projects and fully accountable to the GS and lay committees for achieving results. Each AGS will lead cross functional management teams to ensure integration and team working at operational level. They will be required to communicate regularly (regular letters and news bulletins) to lay members and staff on their work and responsibilities leading to much needed major improvements in internal communications across the union. There will also be a focus in each directorate to ensure we maximise continuing developments in e-communications and IT systems to improve our internal communications across the union and direct with our members.

AGSs will be responsible for producing strategic and operational plans and budgets for their areas of responsibility, for summary and scrutiny by the appropriate NEC lay committee. They will have overall responsibility for the effective management of UNISON's programme boards which cover each of the union's four objectives, reporting to the general secretary. They will be part of a scrutiny committee with lay members to oversee the delivery of agreed work programmes.

UNISON

Assistant General Secretary (Regional Management and Governance)

Ref: GS/8

Job Description

Grade:	Assistant General Secretary (Senior Officer Secretariat)
Location:	UNISON National Centre, NW1
Reports to:	General Secretary
Responsible for:	Regional Secretaries within the directorate of Regional Management and Governance

Overall summary

1. The Assistant General Secretary (regional management and governance) is a member of the senior officer secretariat and is accountable to the general secretary and to the appropriate NEC strategic committee (s) for the strategic management and development of UNISON's regions, industrial action and services to members.
2. She/he has overall responsibility for the effective management of regions and for regional delivery of the organising and recruitment programme under objective 1: '*recruiting, organising, representing and retaining members*'. She/he heads the regional management directorate and leads the regional secretaries of all UNISON's regions, ensuring effective liaison and working between the national centre and regions. She/he has overall responsibility at national and regional level for ensuring that regions are supported and enabled to improve services to branches and members.
3. She/he ensures overall accountability regions to the NEC's development and organisation committee, industrial action committee and services to members committee to achieve UNISON's objectives, priorities, regional key performance indicators (KPIs) and targets. She/he works closely with the regional convenors group and ensures effective and co-ordinated work and communications between convenors and regional secretaries. She/he works closely with the AGS (organising and recruitment) to develop and implement the union's recruitment and organising strategy
4. The AGS (regional management and governance) is responsible for producing an annual strategic plan for regional development, and has overall accountability to the general secretary and NEC for the management of regional budgets, regional change management and communications programmes. She/he is responsible for ensuring effective and transparent monitoring, evaluation, review and reporting mechanisms and processes which facilitate consistent policy implementation across regions and achieves common standards and sharing of best practice.

Key tasks and responsibilities Key tasks and responsibilities

The AGS (regional management and governance) directs the work of the directorate in the following areas:

- **leadership** - including strategic planning and development – working collaboratively across functions to ensure effective working, planning and co-ordination, leading major organisation wide priority projects
 - **communications** - effective internal and external communications including the production of regular news bulletins and promoting developments in e-communications and IT systems to improve our internal communications across the union and direct with our members
 - **partnership working** - with lay activists to work more effectively with senior lay leadership on the delivery of UNISON's objectives and priorities
 - **staff management** – including change management to improve efficiency and effectiveness, with a strong emphasis on effective performance management and employee engagement
- resource management** – to ensure national centre and regional co-ordination and administration to ensure delivery of UNISON's objectives and priorities
- other areas as directed and subject to adjustment in the light of final re-structuring arrangements.

In order to undertake this role the post-holder will require the relevant skills, knowledge and abilities to meet the job brief and selection criteria for the post.

NB Whilst this post operates within the senior officer secretariat and is not within the purview of the staff negotiations committee, any annual salary increases will mirror those agreed for staff via the staff negotiations committee. The main terms and conditions of employment are to be found in the union's staff handbook, a summary of which is available on the website.

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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.

AGSs will be required to fully integrate into the secretariat management team. This will include being based at the national centre at Euston in London, attending secretariat meetings and performing strategic and managerial duties at the national centre as required.

Please submit four copies of your completed application form.

Only the **General Application form** will be accepted.

Completed application forms must be received by Human Resources, UNISON, 130 Euston Road, London, NW1 2AY no later than **12 noon Thursday 26 April 2018** quoting **ref: GS/8**.

Interviews will be held on 15 May 2018.

Assistant General Secretary - Selection Criteria

Section 1 – application statement

Please read carefully the job brief and the job description for the Assistant General Secretary post. Write a statement to demonstrate your understanding of the challenges and opportunities the union currently faces. In addition you should illustrate how if you were appointed you would seek to address these issues.

(This section is an important part of your application. You may use up to 2 additional pages over and above the standard 3 pages allowed for in the application form. Please use no less than 10 point, Arial font.)

The selection panel will be looking for evidence, relevant to the role for which you are applying, of your

- understanding of the political, economic, social, technological and legal environment
- commitment to and understanding of UNISON's vision, aims, values and objectives including the principles of equality and democracy
- understanding of governance in the trade union sector at senior management level.

Section 2 - core experience and skills

This section is generic to all Assistant General Secretary posts. Using the headings provided overleaf please provide evidence of your experience and skills, as they relate to the post for which you are applying.

(Please use a maximum of 3 pages, using no less than 10 point, Arial font.)

Leadership

- strategic leadership, organisational development and management of change to improve organisational performance
- personal credibility to act as an organisational ambassador
- using initiative and independence over a broad area of activity at a senior level, involving decision making, discretion and critical analysis
- emotional intelligence.

Communications

- campaigning, negotiating and influencing at highest levels of policy making (for example employers, government departments, trade unions)
- managing high profile media campaigns and reputation management
- internal communication to all levels within an organisation
- presentation, report writing and public speaking.

Partnership working

- partnership working with senior elected leadership to deliver national and regional objectives
- stakeholder management internally and externally
- collaborative senior team working across diverse organisational disciplines.

Staff

management	<ul style="list-style-type: none">• leading and managing high performance of senior multi-disciplinary teams within a complex organisation• translating organisational objectives into cohesive business plans• evaluating organisational effectiveness including using key performance indicators• employee engagement to create a constructive, learning orientated culture.
Resource management	<ul style="list-style-type: none">• strategic financial planning and accountability• programme and project management• ICT Skills and strategic use of information management.