

UNISON

Head of UNISON Labour Link Communications, Campaigns & Policy Directorate Ref: CCP/43

JOB DESCRIPTION

- Grade:** 2
- Location:** UNISON Centre
- Reports to:** Assistant General Secretary – Communications, Campaigns and Policy (CCP)
- Responsible for:** Staff based in the Labour Link

OVERALL SUMMARY

The Post is the Head of UNISON Labour Link and reports directly to the Assistant General Secretary – Communications, Campaigns and Policy.

The post holder is the lead officer for UNISON Labour Link organisation, the development of UNISON Labour Link policy and the raising of the union's profile within the Labour Party. The post holder manages and oversees recruitment and retention of Labour Link Levy payers. The post holder supports our lay democracy and committees and will manage a team of political policy specialists and administrative staff.

Key Responsibilities

- Supports the Assistant General Secretary – Communications, Campaigns and Policy, with policy development, the implementation of our labour link policy decisions, the recruitment and retention of labour link levy payers and the development of our political campaigning.
- Manages staff (including the union's regional political officers), budgets, functions and activities within the Unit ensuring efficient and effective use of resources.
- Works to build UNISON's public profile and external influence within the Labour Party and Parliament.
- Possesses a clear understanding of complex policy issues, particularly around the public services agenda and current political and economic challenges .
- Oversees all Parliamentary activity, including lobbying and campaigning.
- Manages and services the UNISON group of MPs.

- Responsible for developing and maintaining effective communication strategies across a wide range of stakeholders within the Labour Party and Parliament.
- Ensures effective mechanisms to manage and develop staff and involve them in decision making.
- Ensures good management practice including change management and leadership, is part of Head Office Managers' Group and the CCP Management Team.
- Ensures the development and management of performance standards with mechanisms for monitoring and evaluation, including staff performance and delivery.
- Ensures rigorous recruitment and retention strategies for Labour Link levy payers.
- Undertakes other duties as required by the grade descriptor and/or job profile for 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. Strategic / Development	1.1 Ability to advise and support the Assistant General Secretary (CCP) in strategic planning, organisational development and management change.	A/PI
	1.2 Commitment to and understanding of equal opportunities.	A/PI/ST
	1.3 Commitment to and understanding of UNISON's aims and values	A/PI/ST
	1.4 Ability to support and take forward the union's core activities of negotiating, recruiting, representing and organising.	PI
	1.5 Possess an extensive understanding of current economic and political issues.	PI/ST
2. Managerial	2.1 Ability to lead and manage a team and oversee and manage the work of Labour Link officers in 11 regions.	A/PI
	2.2 Ability to contribute to the relevant	PI

	<p>management team.</p> <p>2.3 Ability to manage teams to deliver organising and recruitment activities.</p> <p>2.4 Ability to select, develop and manage staff and their performance.</p> <p>2.5 Ability to develop, implement and manage work programmes including setting standards, monitoring and evaluating progress.</p> <p>2.6 Ability to manage and prioritise work under pressure.</p> <p>2.7 Ability to project manage and co-ordinate the work of others.</p>	<p>PI</p> <p>PI</p> <p>PI</p> <p>PI</p> <p>PI</p>
3. Financial	<p>3.1 Ability to manage and oversee the Labour Link affiliated formulate, monitor and control budgets.</p> <p>3.2 Ability to ensure value for money and the effective use of resources.</p> <p>3.3 Ability to manage contracts with external providers of services.</p> <p>3.4 Ability to manage and oversee UNISON's affiliation to the Labour Party</p> <p>3.5 Ability to manage and oversee the Labour Link affiliated fund and regional spending.</p>	<p>A/PI</p> <p>A/PI</p> <p>A/PI</p> <p>PI</p> <p>PI</p>
4. Administrative	<p>4.1 Ability to develop efficient management and administrative systems.</p> <p>4.2 Ability to act as lead officer to the Labour Link Committee.</p> <p>4.3 Ability to operate IT systems</p>	<p>PI</p> <p>A/PI</p> <p>A/PI</p>
5. Communications/ Coordination/ Facilitation	<p>5.1 Ability to effectively communicate across a range of audiences.</p> <p>5.2 Ability to write and present reports.</p>	<p>A/PI</p> <p>A/PI</p>

	5.3 Ability to represent Labour Link within the Labour Party and external bodies.	A/PI
	5.4 Ability to articulate UNISON policy with a range of audiences, particularly within the Labour Party.	A/PI
6. Specialist / Technical	6.1 An extensive knowledge and understanding of the Labour Party, its rules and constitution and policies.	A/ST
	6.2 Specialist knowledge of UNISON policies, campaigns and activities	A
	6.3 Knowledge of the working of the UK trade union movement and the UK political system.	A/ST
	6.4 Extensive knowledge of UNISON, its policies and democratic lay structures.	A/ST

Other information

Please send 4 completed application forms along with the recruitment and disability form to the HR and Staff Training Department, UNISON, 130 Euston Road, London, NW1 2AY quoting the **ref no: CCP/43**.

Completed applications must be received by **12 noon on Tuesday 14 May 2019**.

Interviews will be held on 30 May 2019.

Administrative

- Ability to develop strategic, devolved administrative systems
- Ability to act as a key lead advisor to Level 1 post and relevant NEC Committees as appropriate
- Ability to maximise potential of ICT (Information and Communication technology) systems to deliver services.
- Ability to operate information systems

Communications/Coordination/Facilitation

- Ability to effectively communication with management, staff and the NEC including report writing and presentation skills.
- Ability to represent the section in specialist areas.

Specialist/Technical

- Knowledge of the Labour Party and commitment to its principles.
- Ability to represent UNISON effectively within the Labour Party.
- Specialist knowledge and understanding of parliamentary and legislative processes.
- Presentational and interpersonal skills to lobby successfully on behalf of the union.
- Knowledge of the European Parliament and European legislative process.

General

- Ability to operate flexibly under the direction of the Level 1 post.