UNISON

SCOTTISH REGION

#### INFORMATION DEVELOPMENT OFFICER

##### JOB DESCRIPTION

Grade: : 4

Salary: £40,884 - £43,276 (pro rata)

Hours: 17.5 hours per week

Location: Glasgow Office

Reports to: Policy Officer

Accountable to: Scottish Secretary

**Overall Summary**

To work within the Bargaining and Campaigns Team helping to meet the aims and objectives of UNISON Scotland by researching data, providing advice and assistance to activists and staff on Service Group and Policy issues, and by developing databases using information technology.

## Key Tasks and Responsibilities

# **Specialist/Technical**

* To undertake information audits and project work in accordance with the Bargaining and Campaigns n Team Work plan.
* To research material for use by staff, branches, Service Groups and/or the Scottish Committee and prepare appropriate reports.
* To prepare summaries and analysis of information.
* To create and maintain policy/information databases and systems using information technology, for use by staff and activists.

# **Communication/Co-ordination**

* To work and contribute within the Bargaining and Campaigns Team.
* To provide advice to staff, activists and members, both verbally and in writing.
* To respond to information enquiries from staff, activists, members and external bodies.
* To liaise with staff at national and regional level to ensure that priorities and current issues are addressed.
* To prepare and/or present briefings on materials produced by the Bargaining and Campaigns Team.
* To liaise with employers and external organisations.
* To promote, monitor and ensure compliance with UNISON’s aims, objectives and policy.

# **Managerial**

* To manage working time effectively to meet objectives within the timetable set.

# **Development/Strategic**

* To contribute to the development of the Bargaining and Campaigns Team particularly in relation to databases and Information Technology programmes.

# **Administrative**

* To create and maintain appropriate administrative and information systems for use in the Team.
* To create and maintain databases.

# **General**

* Any other duties relevant to the key tasks and responsibilities identified above.

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### PERSON SPECIFICATION

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race, marital status, gender, sexuality, disablement or age. This Person Specification is designed to help members of interviewing Panels judge the qualities of the 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.

**Specialist/Technical**

* Experienced/skilled in using Information Technology applications, including working with databases.
* Knowledge and understanding of political issues in Scotland.
* Knowledge and understanding of the trade union movement.
* Ability to assimilate and analyse information.

**Communication/Co-ordination**

* Ability to communicate effectively at all levels (internally and externally).
* Excellent written skills including report writing.
* Ability to present information and ideas clearly and succinctly.

**Managerial**

* Ability to organise and prioritise work under pressure.
* Ability to work to deadlines.

**Administrative**

* Ability to create and maintain administrative systems.

* Ability to undertake administrative and organisational activities relating to the work of the Regional office.

**General**

* Commitment to and understanding of the aims and objectives of UNISON.
* Ability to work proactively on own initiative.
* Ability to adapt to varying requirements and situations.
* Ability to contribute to team working.