

## **UNISON**

### **REGIONAL ORGANISER** **SCOTTISH REGION**

**Ref: R7/10**

#### **JOB DESCRIPTION**

Grade:	3
Location:	Regionally based
Reports to:	Regional Manager
Responsible for:	Regional Organising teams

#### **OVERALL SUMMARY**

This post is the key organising role in the Region. Working under the strategic direction of a Regional Manager the Regional Organiser acts as a powerful advocate for building branch organisation and working in partnership with Lay members to build the profile and reputation of UNISON in its Branches, and with employers and members.

The Regional Organiser role is a generic leadership role and the work package is drawn from the list of key responsibilities set out below. Some of these are interchangeable based on the needs of the Union and the discretion of senior management.

#### Key Responsibilities

- Provides leadership ensuring Branches, activists and members are aware of and act in line with UNISON policies, objectives and priorities.
- Takes a proactive approach working with Branch activists to establish an organising framework identifying suitable organising initiatives. Designs and adapts recruitment campaigns to build workplace organisation and increase membership density, establishing work to membership targets.
- Monitors and Evaluates the outcome of all such initiatives.
- Builds Branch organisation and performance, mentoring and developing activists and identifying their training needs overseeing their appropriate development.
- Leads collective negotiations across the range of sectors which UNISON organises in at Regional or national level. Acts as Lead specialist on significant bargaining or campaigning matters, e.g. equal pay.

- Regional lead for a service or bargaining group, occupational group network, self organised group or a regional subcommittee.
- Represents members in complex cases and assists Branches to develop stewards, systems, and processes for managing their own case work effectively.
- Ensures members are provided with the appropriate level of representation.
- Manages projects using UNISON's project management framework across a range of issues.
- Region wide specialist responsibilities for policy development, service group work or cross sector committee.
- Directs and supervises the work of staff in Grades 5 and 7 in project work and provides management to individual or teams of Grade 5's or 7s undertaking organising and representation.
- Direct line management of teams of Grades 5 and 7 Organisers, develops work programmes and undertakes development reviews.
- Undertakes other duties as required by the grade descriptor and/or job profile of 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**

<b>Heading</b>	<b>Selection criteria</b>	<b>Assessment</b>
<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 environment</li></ul>	<b>A &amp; PI</b>
	1.2 A commitment to personal and staff development that supports the Regions 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	<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	<b>A &amp; PI</b>

	<p>including the ability to 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>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>A</b>
<b>7. General Knowledge</b>	<p>7.1 Understanding of and commitment to UNISON'S aims and objectives including the principles of equality and democracy</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 social and political environment in which the union operates</p>	<b>A &amp; PI</b> <b>A &amp; PI</b> <b>A &amp; PI</b>

	7.4 Knowledge of ICT packages including Microsoft Office suite.	<b>A &amp; PI</b>
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**Other Information**

Please send completed application forms along with the recruitment and disability form to Please send 4 copies of the completed application form along with the recruitment and disability monitoring form to Human Resources, UNISON Centre, 130 Euston Road, London, NW1 2AY quoting post ref: R7/10.

Completed application forms must be received by no later than **5pm on Friday 6 September 2019**

**Interviews will take place on Thursday 26th/ Friday 27th September 2019**