

UNISON

JOB BRIEF: Senior National Officer - Head of Equality Unit

1. UNISON is UK's leading public services trade union, with over 1.3 million members working in the public services, private, voluntary and community sectors and in the energy service. We employ 1200 staff, approximately 370 at our national centre in Euston, central London and the remainder in our twelve regions across the UK, including Northern Ireland.
2. The Senior National Officer (SNO) is a member of the Bargaining, Negotiating and Equalities Management Team (BNEMT) and manages a team of staff.
3. The BNE Directorate is made up of five sections: Health; Education and Children's Services; Local Government; Business, Environment and Community and Equality There are currently 4 National Secretaries, managing across these teams who report to the Assistant General Secretary for Bargaining, Negotiations and Equalities.
4. This role will include being Head of the Equality Unit and managing the staff and work areas in that unit. The post will also include supporting the work of the General Secretariat and, in particular, working with the Director of the Executive Office on improving member participation in the union.

Equality in UNISON

5. UNISON is committed to achieving equality at work, in society and within our own union. Equality is one of UNISON's founding principles. As a trade union our primary focus is the workplace, tackling discrimination and promoting equality. However we also work outside the union to promote a fairer more equal society.
6. Part of UNISON's approach to achieving equality is the organisation of groups of members who may themselves face prejudice and discrimination. UNISON is committed to ensuring that all our members are able to be involved in the union, and their voices heard.
7. The Equality Unit works directly with six national committees of UNISON members: for Black members; disabled members; lesbian, gay, bisexual and transgender plus members; retired members; women members and young members. These committees work in partnership with other parts of the union to identify and promote our equality agenda. Equality Unit officers also advise other national UNISON committees, including the National Executive Council and national negotiating bodies, on equality issues.
8. The Equality Unit works with UNISON's conference team to deliver a key annual event for each of the six groups of member's e.g. a conference or a residential development weekend.

Strategic Development

9. The SNO is a key manager of national office staff and supports the development of strategy and planning to achieve UNISON's internal objectives and priorities. They support the development of the Equality Unit strategic and operational plan, and undertake the operational management of its implementation.
10. UNISON structures its work programme to provide for the systematic implementation of policies adopted by its democratic lay member structures. Senior managers are responsible for contributing to the prioritisation of work plans and programmes arising out of the four key objectives determined by the National Executive Council:
 - Meet the organising challenge posed by austerity measures, notably public expenditure cuts and increased outsourcing.
 - Protect and secure decent employment, pay and pensions for UNISON members.
 - Develop our campaigns in support of quality public services and forge alliances with other trade unions and other organisations.
 - Ensure UNISON communications, infrastructure and internal management systems are efficient and effective.
11. The Senior National Officer is a key contributor to the development, in partnership with senior lay officials, of strategic and operational plans, to ensure that resources are directed towards the achievement of the NEC's objectives and priorities. The SNO also helps identify priorities and establish performance indicators to enable effective monitoring and evaluation of work and achievements.
5. The key aims of the union as detailed in our Rule Book seek to:
 - i) Extend and promote our influence in the workplace and in the community.
 - ii) Promote, safeguard and facilitate participation by all members in the union's democracy, with special regard to women, members of all grades, Black members, disabled members, lesbian, gay, bisexual and transgender plus members and young members.
 - iii) Provide effective standards of service in the areas of representation and advice, information to members on the work of the union, the provision of financial benefits and the maintenance of educational facilities for members.
6. To further these aims, SNOs make a significant contribution to the political development of the union and implementation of national campaigning objectives. They support the development of media and communications strategies and have considerable expertise in handling the media. They have excellent presentation and public speaking skills. They have a strategic understanding and commitment to partnership working within an organisation, and a strong commitment to the public service ethos.

7. Senior National Officers also understand industrial relations environments. They possess strong interpersonal skills and an ability to get on with people at all levels. These include regional, local and national politicians, civil servants, and a diverse range of occupational groups and other trade unionists.

Managerial

8. It is essential that the SNO demonstrates an enthusiastic style of management and leadership that encourages and motivates staff and lay member activists. They provide leadership for team(s) to ensure the efficient and effective deployment of resources in the implementation of policy objectives and priorities.
9. Post holders play a vital role in leading and managing change and of selecting, motivating, developing and managing staff to improve their performance.
10. While the post is a demanding position, requiring attendance at meetings outside of the conventional working day, UNISON 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 senior regional lay officials.
11. The role is generic and areas of work are interchangeable and are annually reviewed in discussion with the Senior National Officer to meet the needs of the organisation.

UNISON

Senior national officer/head of equality

JOB DESCRIPTION

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| Grade: | 2 |
| Location: | UNISON Centre, London |
| Reports to: | Assistant General Secretary/National Secretary |
| Responsible for: | National Officers, Assistant National Officers & Secretarial/Administrative Staff |

OVERALL SUMMARY

This post is a member of the Bargaining, Negotiating and Equalities Management team (BNEMT). The BNEMT has responsibility for the overall strategic and operational management of the BNE Directorate under the leadership of the Assistant General Secretary and in partnership with senior lay members. The role of Senior National Officer is generic and the work package is drawn from the list of key responsibilities set out below. Areas of work are interchangeable based on the needs of the Union and at the discretion of the Assistant General Secretary. This post will include managing the work of staff in the Equality Unit and will also assist with the work of the General Secretariat, in particular in supporting and improving member participation in the union.

Key Responsibilities

- Supports the AGS/National Secretary with the development of strategy and planning to achieve UNISON's national priorities and develop strategic and operational plans. Has lead responsibility for implementation of aspects of the plan.
- Gives a strategic lead to the union's wide ranging work on equality issues and work with others to develop policy, campaigns and organisational initiatives
- To act as a strategic adviser at senior level on equality issues and manage and support the work of the specialist equality officers in the Equality Unit.
- Manages staff (including direct line management), resources, functions and activities to ensure effective campaigning, integrated working and the delivery of key services across the union.
- Works with other parts of the union to drive up participation in all of the union's activities and democratic structures by all of our members but in

particular women, Black members, disabled members, LGBT+ members and young members.

- Works to build UNISON's public profile and external influence and develop capacity in UNISON's lay organisation to achieve identified national objectives
- Responsible for ensuring communication of the Union's achievements and priorities to staff and between managers and staff.
- Carries lead strategic managerial responsibility for specialist area(s) within the Union's 4 objectives including formulating effective strategies to develop the Union's performance in those areas of designated responsibility and manage their implementation.
- Ensures effective mechanisms, to develop staff and involve them in decision making, are formulated and implemented.
- Ensures that good management practice including change management and leadership strategies is shared across teams.
- Ensures the development of performance standards and mechanisms for monitoring and evaluation.
- Undertakes other duties as required by the grade descriptor and/or job profile of this post.

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Senior National Officer/Head of Equality

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. Thinking skills | 1.1 Experience of complex problem solving including: <ul style="list-style-type: none">• Analysis of complex information• Development of strategic plans• Development and implementation of performance standards including monitoring & evaluation• Organisational development and management of change | A & PI & ST |
| | 1.2 Experience of operating and influencing effectively in a political environment | A & PI |
| | 1.3 Commitment to personal and staff development that supports the achievement of objectives | A & PI |
| 2. Inter-personal & Communication skills | 2.1 Very highly developed interpersonal skills including <ul style="list-style-type: none">• Leadership• Mentoring and coaching skills• Motivation• Handling complaints• Handling complex relationships | A & PI & ST |
| | 2.2 Experience of influencing people at all | A & PI & ST |

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| | <p>levels, internally and externally including</p> <ul style="list-style-type: none"> • Strong presentation skills and the ability to influence and respond to all types of media • Ability to produce coherent reports on complex issues <p>2.3 A track record of effective team working in a corporate management structure</p> <p>2.4 Ability to work in partnership with lay membership</p> <p>2.5 Ability to act as key advisor to senior management and lay committees</p> | <p>A & PI</p> <p>A & PI</p> <p>A & PI</p> <p>A & PI & ST</p> |
| 3. Initiative and independence | <p>3.1 A track record of using initiative and independence over a broad area of activity where decision making and discretion is required</p> <p>3.2 Ability to demonstrate emotional resilience, self awareness and self management</p> | <p>A & PI</p> <p>A & PI & ST</p> |
| 4. Staff management | <p>4.1 Ability to manage staff and resources effectively including:</p> <ul style="list-style-type: none"> • Motivation & encouraging innovation • Managing performance & other complex staffing issues • Team building • Managing change • Effective Delegation | A & PI |
| 5. Resource Management | <p>5.1 Experience of managing projects</p> <p>5.2 Evidence of Time Management skills</p> <p>5.3 Evidence of managing budgets including preparation, monitoring progress and resource control</p> | <p>A & PI</p> <p>A & PI</p> <p>A & PI</p> |
| 6. Physical Skills <i>(with DD modification as necessary)</i> | <p>6.1 Key board and ICT skills.</p> <p>6.2 Ability to be mobile</p> | <p>A</p> <p>A</p> |
| 7. General | <p>7.1 Understanding of and commitment to</p> | A & PI & ST |

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| Knowledge | UNISON'S aims and objectives including the principles of equality and democracy | |
| | 7.2 Knowledge of the key equality issues in the workplace and an understanding of how to tackle discrimination and under-representation. | A & PI |
| | 7.3 Some specialist knowledge of the key areas of employment law especially equality legislation | A & PI |
| | 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 | |

Other Information

An application form can be obtained by visiting www.unison.org.uk/jobs. Please send 4 copies of the completed application form along with Recruitment and Disability monitoring form to Human Resources Department, UNISON, 130 Euston Road, London, NW1 2AY quoting ref: **BNE/59**.

Completed application forms must be received by no later than **12pm on 26 February 2020**.

Interviews will be held on **11th and 12th March 2020**.