

UNISON

Job Brief: Assistant National Officer Equality Unit

Introduction

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 services. 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.

UNISON is the leading union in local government, the NHS, community and voluntary sector, education and children services and a range of private and public sector employers where we negotiate pay and terms and conditions of employment.

In addition we provide cross union specialist support to UNISON bargaining at national, regional and local level on key negotiating issues, equality and fairness and health and safety at work. The Assistant National Officer we are seeking to appoint will have key roles in providing these cross union services and supporting our initiatives to build and strengthen our organisation in the workplace, improve health and safety and promote equality.

UNISON – a union with equality at its heart

The Assistant National Officer is part of a team of equality specialists in the Equality Unit based at head office. The Equality Unit provides specialist policy advice to all parts of the union, including other paid officers and committees and groups of union members.

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 beyond the union and labour movement, helping to promote a fairer, more equal society.

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.

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. Whilst the Assistant National Officer role is generic, it is envisaged this post will be primarily working to assist the work of one of our national equality committees.

The equality unit works with UNISON's conference team to deliver annual conferences for each of the six groups of members.

The Role

The Assistant National Officer is a key generic organising role with responsibility for supporting the national officer in providing policy advice and guidance to the union including the lay member structures; providing support and guidance to regions, branches and full time officials.

- Supports organising, recruitment and campaign activities in UNISON-wide campaign activities.
- Provides policy advice and bargaining support and guidance,
- Contributes to UNISON responses to government consultation documents and legislation.
- Provides support and assistance to regions and branches and regional organisers and staff, as appropriate.
- Liaises and co-ordinates relations with appropriate government departments employers organisations and other bodies
- Assisting, where appropriate, in research to support branches, regions and paid officials
- Prepares reports, briefings, agendas and minutes
- Maintains appropriate files and storage using electronic systems
- Arranges meetings and seminars
- Where appropriate delivers presentations to seminars and conferences
- Provides administrative support to national organising staff

The role of the Assistant National Officer is generic and the allocation of their areas of work is the responsibility of the national secretary or senior national officer. Areas of work are interchangeable and are annually reviewed in discussion with the Assistant National Officer to meet the needs of the organisation and service to regions, branches and members.

UNISON's Aims

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.

- 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.

Working Time

While the Assistant National Officer post can be a demanding position, requiring some attendance at meetings outside of the conventional working day, UNISON is a strong supporter of the work/life balance ethos and has a cross union flexible working policy. 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 lay officials.

UNISON
ASSISTANT NATIONAL OFFICER
UNISON Equality Unit

JOB DESCRIPTION

Grade: 5
Hours: 35 per week
Location UNISON Centre, London NW1
Reports to: Senior national officer, Equality Unit

Overall Summary

The role of the Assistant National Officer is to assist in the development of policy advice to UNISON's lay member structure, support negotiating initiatives with employers, and to participate in campaigning activities. They will provide administrative and related support to national committees and organising staff and service lay member structures as appropriate.

Key Tasks and Responsibilities

This is a generic post and the duties will be drawn from the following:

Policy and Bargaining Support

- Researching and preparing draft papers, reports or claims for the lay member structure or for submission to employers and outside organisations.
- Drafting survey questionnaires, assisting as appropriate in their distribution, and analysing results.
- Preparing circulars, bulletins and other publicity material for regions, branches or members.
- Assisting with the provision of information and advice to regions and branches.
- Assisting with the organisation of campaigns and related events

Organisational and Recruitment

- Assisting with the co-ordination of national campaign activities and undertaking appropriate work, as may be required.
- Supporting and assisting in the development of recruitment initiatives.
- Assisting in the organising of seminars and conferences

Communication and Research

- Liaising with appropriate national and regional staff.
- Liaising with and co-ordinating, as required, work with employer organisations or other outside bodies or individuals.
- Using electronic IT systems, eg email and internet, to communicate with other parties. Keeping up to date and writing materials for the relevant sections of UNISON's website.
- Liaising and co-ordinating, as appropriate, work with other sections/ departments, regions, and outside organisations

Administrative

- Preparing reports, agendas and minutes and undertaking executive action following meetings, as appropriate.
- Maintaining appropriate files and storage of records/information, using electronic IT systems where appropriate.
- Making arrangements for meetings and carrying out associated work or, as appropriate, liaison with other organisations or individuals making these arrangements.
- Providing administrative support to national committees and national organising staff
- Assisting in preparing reports, including annual reports.
- Maintaining records and files in accordance with the union's procedures

General/Other

- Any other duties relevant to the overall responsibilities of the post

UNISON

ASSISTANT NATIONAL OFFICER

EQUALITY UNIT

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

As– assessment

PI – panel interview

Heading	Selection criteria	Assessment
1. Thinking	1.1 Experience of developing solutions to resolve problems including <ul style="list-style-type: none">• analysing information and statistical data• research• drafting action plans• providing policy advice and interpretation• considering ways of progressing action through meetings• Developing design of campaigns	A & PI
	1.2 Learning and Development <ul style="list-style-type: none">• Can demonstrate continuous personal learning development	A & PI
2. Interpersonal and Communication	2.1 Excellent communication skills including <ul style="list-style-type: none">• Ability to communicate effectively in range of formats and circumstances• Ability to contribute to discussions at meetings• Ability to facilitate meetings• Ability to write speeches, produce reports, bulletins etc.• Ability to give advice to members on rights and benefits• Ability to work effectively with branches, regions and other departments.	A & As & PI
	2.2 Experience of effective team working	A & As

3. Initiative and Independence	3.1 Experience of prioritising own workload including <ul style="list-style-type: none"> • decision making within guidelines • following policies and procedures • devolving work to others appropriately 	A & As
4. Resource management	4.1 Experience of project co-ordination including <ul style="list-style-type: none"> • time management • controlling expenditure • maintaining confidential information 	A & PI & As
5. Physical Skills <i>(with DDA modification where necessary)</i>	5.1 Keyboard skills 5.2 Occasional light lifting of materials 5.3 Ability to travel	A A A
6. General knowledge	6.1 An understanding of and commitment to the principles of equality and democracy 6.2 An understanding of the role of trade unions and the social and political environment in which the union operates 6.3 Ability to recognise the political dimension of issues both in terms of UNISON's structures/policies and those of other unions and employers with whom UNISON deals. 6.4 Understanding of UNISON's policies and procedures or demonstrable capacity to develop such understanding based upon previous experience and/or interests. 6.5 ICT packages including Microsoft Office suite	A & As & PI A & As & PI A & As & PI A & As & PI A