

UNISON

Job Brief: Assistant National Officer (Policy)

Introduction

1. UNISON is the UK's leading public services trade union, with 1.3 million members working in the public services, private, voluntary and community sectors. 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 policy and bargaining support to UNISON lay committees and senior managers on key policy and political issues, equalities and fairness at work. The Assistant National Officer (Policy) we are seeking to appoint will have key roles in providing these cross-union services and supporting our initiatives to build and strengthen our bargaining and organisation in the workplace, promote equality and influence decision makers.

The Role

2. The Assistant National Officer (Policy) has responsibility for supporting the policy team in providing policy advice and guidance to the union including the lay member structures; providing support and guidance to national committees, regions, branches and senior managers.
 - Supports UNISON-wide policy, organising, recruitment and campaign activities.
 - Provides policy advice, support and guidance.
 - Contributes to UNISON responses to government consultation documents and legislation.
 - Liaises and co-ordinates relations with appropriate government departments, TUC and campaign groups
 - Assists, where appropriate, in research to support policy, bargaining and campaign objectives.
 - Advises UNISON lay members on policy, workforce and campaign matters on the NEC, service groups, Self-Organised Groups, Young Members Forum and Retired Members Committee when appropriate.
 - Prepares reports, speeches, briefings, agendas and minutes.

- Maintain appropriate files and storage using electronic systems
- Arranges speakers, meetings and seminars and political conferences
- Where appropriate delivers presentations to seminars and conferences
- Provides administrative support to the policy unit.

The role of the Assistant National Officer (Policy) is generic and the allocation of their areas of work is the responsibility of the Head of Policy. Areas of responsibility can be reviewed in discussion with the Assistant National Officer (Policy) to meet the needs of the team and to reflect the policy and campaign priorities of the union.

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 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 (Policy) 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. There is also a current interim hybrid working policy in operation. 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
POLICY AND PUBLIC AFFAIRS
ASSISTANT NATIONAL OFFICER (POLICY)
REF: CCP/32

JOB DESCRIPTION

Grade: 5
Hours: 35 per week
Location UNISON Centre
Reports to: Head of Policy

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 organising staff and service lay member structure 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.
- Undertaking statistical analysis of pay bargaining data and other information as may be required, using electronic IT systems where appropriate.
- 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 sector 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, e.g. e-mail and Internet, to communicate with other parties. Keeping up to date and writing and uploading 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 organising staff
- Assisting in preparing reports, including service group or sector annual reports.
- Maintaining records and files in accordance with the union's procedures
- Assisting in the administration and conduct of national ballots

General/Other

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

	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 Equality Act modification where necessary)</i>	5.1 Keyboard skills	A
	5.2 Occasional light lifting of materials	A
	5.3 Ability to travel	A
6. General knowledge	6.1 An understanding of and commitment to the principles of equality and democracy	A & As & PI
	6.2 An understanding of the role of trade unions and the social and political environment in which the union operates	A & As & PI
	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.	A & As & PI
	6.4 Understanding of UNISON's policies and procedures or demonstrable capacity to develop such understanding based upon previous experience and/or interests.	A & As & PI
	6.5 ICT packages including Microsoft Office suite	A