

SCOTTISH REGION

SECRETARY

JOB DESCRIPTION

Grade:	7
Hours:	35 hrs per week
Location:	Scottish Region - Glasgow Office
Job Purpose:	To provide secretarial and administrative support either to a team of Regional Organising Staff or to members of the Regional Management Team.
Reports to:	Team Leader

Key tasks and Responsibilities

- Provide a secretarial support service, as required – using UNISON's IT applications.
- Assist with the general office and clerical duties – filing, brought forwards, internal/external post, diary appointments, dealing with team enquiry point queries etc.
- Provide support on Regional Learning and Organising processes.
- Provide administrative support for meetings including minute taking, word processing of agendas, minutes and standard letters etc.
- Provide administrative support to the team and individual members of staff to ensure the efficient delivery of UNISON's key objectives.
- Assist in the briefing/up-date of Branches, as required, on Regional processes.
- Assist in providing basic advice and assistance on UNISON services and activities.
- Participate occasionally in recruitment activities.
- Provide support for local and national ballots and campaigns – as appropriate.
- Support efficient and appropriate mailing, distribution and communication links between Region, Branch and membership, e.g. steward networks, user group lists etc.
- Promote the use of RMS as a key recruitment and organising tool.
- Assist with the maintenance of UNISON's membership and Case Management records and any other database applications as appropriate.

UNISON
SCOTTISH REGION

SECRETARY
R7/59

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.

ADMINISTRATIVE

- Ability to maintain accurate records and information retrieval systems
- Ability to prioritise own work
- Good time management skills

COMMUNICATIONS/CO-ORDINATION

- Good oral communication skills to liaise effectively with a wide range of internal and external contacts on the telephone
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- Good written communication skills to take detailed, accurate messages and compose routine correspondence
- Ability to work as part of a team of secretarial staff, assisting and covering colleagues as necessary

SPECIALIST/TECHNICAL

- Fast, accurate keyboard skills – minimum 50wpm
- Audio transcription skills
- Ability to use a variety of I.T. packages
- Ability to operate office machinery (photocopiers, fax machines and switchboard)

GENERAL/OTHER

- Commitment to providing a high quality secretarial support service
- Commitment to the aims and objectives of the trade union movement