

**UNISON**  
**LOCAL ORGANISER (RESEARCH & DEVELOPMENT)**  
**NORTHERN IRELAND REGION**  
**REF: R5/38**

**JOB DESCRIPTION**

**GRADE:** 7

**REPORTS TO:** Policy Officer

**Overall summary**

Working with the Regional Management Team in Northern Ireland your role will involve undertaking specific research and project work, and providing research and developmental support for relevant organising, bargaining, campaigning and policy initiatives in accordance with the Regional Plan. This translates into a wide range of activity supporting the union internally and externally. It involves work with the senior team, the whole staff team, union activists and, where appropriate, direct assistance to branches, supporting a range of organising, bargaining, campaigning and policy issues.

**Work Areas**

***Research and development***

- Investigating, compiling and analysing policy and statistical data and communicating these in appropriate ways, written and oral, to different internal and external audiences.
- Providing background research for use in the development of policy statements, sectoral publications, responses to government and public sector consultations, campaign materials, briefing papers and speeches.
- Investigating, researching and collating information through primary sources such as member case studies and conducting members' surveys.
- Take a lead research role on specific projects, such as the union's Just Transition framework to secure workers' rights and combat climate change.
- Assisting with the preparation of circulars, bulletins and other publicity material for the region, branches or members.
- Assisting with the provision of information and advice to the region and branches.
- Assisting with the organisation of campaigns and related events
- Assisting with regional campaign and recruitment activities as required.
- Supporting the organisation of UNISON conferences, seminars lobbies and attend internal and external meetings as appropriate.

***Communication***

- Liaising with appropriate regional staff, lay representatives and external organisations as appropriate
- Using electronic IT systems, e.g. e-mail, social media and websites to communicate with other external organisations, individuals and the general public.
- Keeping up to date and assisting with the development of materials for UNISON's website and social media.

### ***Administrative***

- Assisting in preparing reports, agendas and minutes as appropriate.
- Maintaining appropriate files and storage of records/information, using electronic IT systems where appropriate in line with the union's procedures.
- Making arrangements for meetings and carrying out associated work as appropriate
- Providing administrative support to the RMT and other Departments as appropriate
- Maintaining records and files in accordance with the union's procedures

### ***General/Other***

- Undertakes other duties as required by the grade definition 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.

<b>Heading</b>	<b>Selection Criteria</b>
<b>Thinking</b>	1. Experience of solving straightforward problems including <ul style="list-style-type: none"> <li>• practical problem solving</li> <li>• planning and organising meetings</li> <li>• analysing information and statistical data</li> <li>• assisting with policy and campaigns development</li> </ul> 1.2 Learning and Development <ul style="list-style-type: none"> <li>• ability to identify development needs of others</li> <li>• commitment to continuous personal learning and development.</li> </ul>
<b>Interpersonal &amp; Communication</b>	2.1 Excellent communication skills including <ul style="list-style-type: none"> <li>• communicating effectively in range of formats and circumstances</li> <li>• contributing to discussions at meetings</li> <li>• drafting correspondence, newsletters minutes etc</li> <li>• assisting in presentations.</li> </ul> 2.2 Experience of effectively working in a team environment. <ul style="list-style-type: none"> <li>• working effectively with other staff, lay reps and external organisations</li> </ul>
<b>Initiative &amp; Independence</b>	3.1 Experience of organising and prioritising own workload including: <ul style="list-style-type: none"> <li>• decision making within guidelines</li> <li>• following policies and procedures.</li> </ul>
<b>Resource Management</b>	4.1 Experience of handling or processing material financial, information resources and/or project management including: <ul style="list-style-type: none"> <li>• time management</li> <li>• information management</li> <li>• maintaining confidential information.</li> </ul>
<b>Physical Skills</b> (with reasonable adjustments where required)	5.1 Keyboard skills 5.2 Occasional light lifting of materials

	5.3 Ability to travel
<b>General knowledge</b>	<p>6.1 An understanding of and commitment to the principles of equality and democracy</p> <p>6.2 A general understanding of the role of trade unions and the social and political environment in which the union operates</p> <p>6.3 A general knowledge and understanding of the Peace Process, devolved Government in Northern Ireland, and related agreements, policy, strategies and legislation.</p> <p>6.3 A general 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.</p> <p>6.4 A general understanding of UNISON's policies and procedures or demonstrable capacity to develop such understanding based upon previous experience and/or interests.</p> <p>6.5 ICT packages including Microsoft Office suite</p>