

Job Brief – Project Co-ordinator, Employment Rights Bill

Introduction

UNISON is Britain's leading 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.

The Employment Rights Bill will contain a large number of complex provisions that change employment and trade union laws in Great Britain. UNISON will need to influence the content of these provisions by participating in the parliamentary and associated processes, mobilising support from UNISON members and engaging in wider social discourse.

Role of UNISON's Project Co-ordinator

The General Secretary has promised members that UNISON will be comprehensively involved in the formation and passage of the Bill and that they will participate as advocates for positive change.

UNISON is seeking a Project Co-ordinator to undertake complicated tasks to support our involvement in the Bill. There are a large number of people who will need to be involved in different facets of this work, and a requirement to facilitate different layers of access to messages, information and material in a rapidly-changing environment. There is large amount of preparatory research and work that requires organising and a large amount of untapped case studies that could be obtained from both members and lay activists in future. The staff working group will want to use both Teams and SharePoint to aid this process.

The post holder will work as a member of the UNISON's Policy Unit and the ERB staff working group and will report to the Head of Policy. The work is overseen by the Director of Political Strategy and Transformation and the General Secretary.

The Project Co-ordinator will need to liaise with staff across UNISON Centre (particularly in legal, equalities, Service Groups and devolved nations and Communications) and also with Regions and senior lay members.

Work will involve:

- Organising information recording and filing system in Teams/SharePoint for each provision (or group thereof) within the Bill plus setting up systems for the business of the staff working group and organising virtual and in-person project meetings and events as required

- Developing a timetable to track stages and deadlines for each provision or type thereof and ensuring submission deadlines are anticipated and met
- Tracking progress towards UNISON campaign milestones and reporting as required on status of the various provisions in the Bill
- Supporting the participation of the union's technical experts in formal written responses, round tables, expert discussions and inter-union network events as required including specific involvement on UK Devolved matters
- Matching requests from lay committees for written and in-person briefings, updates and discussions with appropriate people and materials
- Composing materials for website, social media, activist briefings etc for approval from team/policy lead/s
- Working with Communications to create opportunity for member-participation in Bill work and associated campaign activity
- Support the participation of lay members
- Liaison with TUC, other stakeholders and parliamentary and government officials where appropriate
- Supporting the policy lead/s with initial drafts of e.g. formal consultation responses where appropriate

The post is a fixed term appointment linked to the Employment Rights Bill project and is initially for 12 months.

UNISON
PROJECT CO-ORDINATOR
Employment Rights Bill

Ref: CCP/68T

JOB DESCRIPTION

Grade:	4
Hours:	35 per week
Location:	UNISON Centre
Reports to:	Head of Policy
Accountable to:	Director of Political Strategy & Transformation, General Secretariat

Overall Summary

This post is key in supporting the UNISON response to the Employment Rights Bill, to ensure that national objectives relevant to the legislation:

- implemented consistently and within agreed timescales.
- Monitored effectively in relation to formal schedules;
- Reported on to the project oversight board, working group/s and relevant senior managers and lay committees

Key Tasks and Responsibilities

- Monitor key developments during the Bill passage and assist in provision of briefings to UNISON staff as appropriate.
- Project co-ordination work with particular emphasis on meeting deadlines
- Support and track the generation of formal UNISON submissions and positions in line with the Bill timetable
- Organise and facilitate briefings with staff, senior managers, lay committees as required
- Liaison, as required, with Senior Management Teams on content of formal submissions and in organising internal staff meetings.
- Support members and branches to engage with key campaign activity developed by the project group

- Liaise, as required, with devolved administrations in respect of any interface for policy and evidence issues.
- Attend and make presentations to the Senior Managers, as required.
- Develop reporting mechanisms to assist staff to ensure consistency in the presentation of data relating to measurable outputs.
- Progress management and co-ordination of outreach and engagement of the Bill involving Service Groups, Self Organised Groups (SOGs), regions and branches
- Develop contact networks with regions and branches to assist in the promotion of key messages at each stage of the Bill's progress.
- Work with Communications to develop a model for the effective dissemination of material, information and key messages within regions and branches.
- Develop, present and facilitate outreach sessions to support lay member advocacy for key provisions
- Monitor the effectiveness of the project and adjust plans in response to changing needs and priorities.
- Convene, and lead the work of small multi-disciplinary teams of staff from key internal departments and from regions (and other units) for specific project tasks.
- Monitor the engagement of branches and regions with campaign activities to evaluate their effectiveness and relevance, making recommendations to senior managers, in respect of potential modifications.
- Attend (at the direction of senior managers) internal staff and lay committees as required.
- Any other duties as directed by the senior management consistent with the grade and responsibilities of the 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.

Assessment code

A – Application form

PI – Panel interview

Heading	Selection criteria	Assessment
1. Thinking	1.1 The ability to develop strategies, solutions or plans to solve difficult problems using <ul style="list-style-type: none"> • Research • The analysis of complex information including statistics & financial information • An awareness of the political environment 	A & PI
	1.2 A commitment to personal and staff development that supports the Unit's objectives	A & PI
2. Interpersonal and Communication	2.1 Developed interpersonal skills including: <ul style="list-style-type: none"> • Leadership • Team Working • Mentoring and coaching • Handling difficult relationships • Handling complaints • Ability to work in partnership with lay members. 	A & PI
	2.2 A track record of organising strategically.	A & PI
	2.3 Experience of advocacy in difficult situations	A & PI
	2.4 Experience of influencing people at all	A & PI

	<p>levels internally and externally</p> <ul style="list-style-type: none"> • Presentation skills • Writing correspondence, reports newsletters etc <p>2.5 A detailed understanding of and the ability to use Information and communications technology</p>	
3. Initiative and Independence	3.1 Track record of using initiative and independence over a broad area of activity involving decision making and discretion	A & PI
4. Staff Management	<p>4.1 Motivating and encouraging innovation including the ability to</p> <ul style="list-style-type: none"> • Monitor and review performance • Delegate and supervise work • Build teams <p>4.2 Demonstrable leadership skills gained in an organising environment</p>	<p>A & PI</p> <p>A & PI</p>
5. Resource Management	<p>5.1 Ability to work on and manage projects including</p> <ul style="list-style-type: none"> • Planning and evaluation • Time management • Evidence of contributing towards budget management including monitoring progress and resource control • Setting clear objectives 	A & PI
6. Physical Skills (<i>with reasonable adjustments where required</i>)	6.1 Keyboard skills	A
7. General Knowledge	<p>7.1 Understanding of and commitment to UNISON'S aims and objectives including the principles of equality and democracy</p> <p>7.2 In depth understanding of the role of trade unions and the national and local social and political environment in which the union operates</p> <p>7.5 Knowledge of ICT packages including Microsoft Office suite.</p>	<p>A & PI</p> <p>A & PI</p> <p>A & PI</p>