



## JOB DESCRIPTION

### Regional Officer

REPORTS TO:	Regional Secretary with direction from a Regional Co-ordinating Officer where appropriate.
RESPONSIBLE FOR:	Organising, recruiting and representing members of Unite in the areas designated by the Region.
UNITE SALARY BAND:	9

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MAIN PURPOSE OF THE JOB: To undertake duties associated with recruitment, organisation and representation of current and potential members.

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**MAIN DUTIES & RESPONSIBILITIES** *(This job description is not a complete listing of all duties but contains the key elements of the role).*

- 1 To undertake duties associated with recruitment, organisation and representation of current and potential members.
- 2 To negotiate agreements with employers on behalf of the membership, covering all terms and conditions of their employment. This may be within the region or on a national level (in conjunction with a National Officer) depending on allocation of representation.
- 3 To participate in and organise such campaigns as the union may determine, nationally and regionally, to undertake.
- 4 To deal with the news/media in connection with Union policy, disputes and such other issues as may be relevant.
- 5 To undertake such training as may be agreed to be necessary in order to progress and develop in areas of skill and competence which are relevant to the role of the officer in meeting the needs of the organisation and its members.
- 6 To work as a team member and support and/or undertake duties of colleague officers, within the concept of clustering/Officer teams.
- 7 To undertake, in a competent manner, such administration as is necessary to properly service and organise the Union's membership, i.e., the keeping of records, analysis of statistics, etc.
- 8 To prepare and present reports and undertake duties associated with servicing the Union's constitutional committees within the Region including the link with National constitutional committees.
- 9 To undertake such supervision of Staff employees as identified by the Regional Secretary to ensure the effective operation of the cluster.
- 10 To represent the Union on external bodies, e.g. Labour Party, Trades Council, etc. and to be active in the political strategies of the Union.



- 11 To undertake any duties as identified by the General Secretary and Executive Council as directed by the Regional Secretary.

*It is a condition of the appointment that an Officer shall be reasonably available for service in connection with any Region, or Sector, if and when required by the General Secretary.*

*Furthermore, the successful applicant will be required to seek permission from the General Secretary before taking up any other position, e.g., Magistrate, Member of Parliament, Councillor, appointment to Tribunals, Boards, etc.*



## PERSON SPECIFICATION

### **Job Title: Regional Officer**

UNITE BAND: **9**

**Please Note:** Short listing for interview will be determined on which candidates demonstrate on their application form who best meets the criteria below. Candidates will need to give strong evidence in all sections. The examples are given as a **guide** to candidates about the kind of evidence they should provide.

The successful candidate must also meet the membership qualification under rule 14 i.e. they must have been a paying member of this Union or, if employed by Unite, a paying member of another trade union recognised by the union for bargaining purposes, for at least two years immediately preceding the date of application.

*(The areas below are examples of the types of evidence we will look for from candidates and are not exhaustive).*

#### **Evidence of organising activity**

- 1 Evidence of organising groups of people to take action, working towards a common goal.
- 2 Evidence of fighting for working people in the union and/or in the community e.g. flexible working, maternity, harassment, pay, conditions, migrant/deportation campaigns.
- 3 Evidence of identifying issues that can be developed through popular campaigns, including issues that are of particular concern to underrepresented groups, and involve those groups in the issues.
- 4 Evidence of a pro-active approach, e.g. identify a need and actively seek out ways to meet such needs.
- 5 Evidence of being able to take an overview and plan for short, medium and long-term strategies.
- 6 Evidence of being able to successfully recruit members to the Union or similar groups.

#### **Evidence of commitment to the Union and the Labour Movement**

- 7 Evidence of supporting Trade Unions and/or Trade Union activity e.g. disputes, trades councils, lobbying.
- 8 Evidence of keeping up to date on issues relevant to union's and their members that could include courses, but also shadowing, self-study etc.
- 9 Evidence of improving the effectiveness of union structures and organisation in the workplace.
- 10 Active support for equality issues, union rights and other Unite policies.
- 11 Evidence of an ability to communicate the benefits of Unite the Union membership.



### **Evidence of representation and support skills**

- 12 Evidence of preparing for and providing representation of members/others at grievance and/or disciplinary hearings.
- 13 Evidence of supporting colleagues in workplace disputes including advancing equality and equal opportunities at work.
- 14 Has advised people on their rights and supported them in choosing a course of action e.g. members, citizens, tenants, participants etc.
- 15 Has used advocacy/representation skills in speaking on behalf of a person or group of people.
- 16 Evidence of good communication skills e.g. numeracy, basic IT and/or interpreting skills.

### **Evidence of negotiating skills**

- 17 Evidence of having prepared and presented cases for negotiation.
- 18 Evidence of having negotiated cases with employers and/or relevant organisations e.g. authorities, funding bodies, creditors.
- 19 Evidence of negotiating best outcome for the member/other person and effectively communicating the result to those involved.
- 20 Evidence of being able to identify and promote solutions.
- 21 Understanding of effective negotiating tactics ability to use different approaches.

**The successful application will be expected to have a full UK driving licence.**