

Job Description and Person Specification

Job Details	
Job Title	National Officer - Wales
Hours of work	0.6 FTE (3 days per week) Job Share
Contract	Permanent
Line manager	Director of Industrial Strategy and Member Relations
Accountable to lead:	Director of Professional Policy Director of Industrial Strategy and Member Relations
Place of Work	Remote working, post involving travel when required.
Grade	D1 – £52,009 plus home working allowance £888 per annum
Information about the Society	<p>The Society and College of Radiographers (SCoR) are two separate companies operating together to provide service and support for those involved in radiography. Together they comprise the professional body and trade union for those practicing in medical imaging and radiotherapy. The Society is a trade union affiliated to the TUC with approximately 30,000 members. The College is a charitable body registered in England and Wales.</p> <p>Although legally distinct companies, the Society and College operate in a seamless way and have common objectives concerned with the promotion and development of medical imaging and radiotherapy, the promotion of study and research into radiography and the promotion of public awareness of the profession. All of these objectives are seen to be directly in the public benefit. As the trade union, the Society has the additional objective concerned with protecting the honour and interests of radiographers and others involved in the practice of radiography.</p>
Purpose of Job	<p>The National Officer will work with the current National Officer as part of a shared role and will be proactive in the development of Health Policy for Wales and will ensure that members and the Council for the Society are encouraged to assist with this objective.</p> <p>To encourage and be proactive in the organisation and professional development of members and SOR representatives and to work towards full representation at all work places in Wales.</p> <p>To assist with collective and individual representation where appropriate and necessary.</p> <p>To maintain recruitment and retention of members in Wales and to work with the Welsh Council to agree targets and campaigns.</p> <p>Due to extensive travelling requirements around Wales and the UK, the person must be willing and able to stay away from home on some evenings and weekends.</p> <p>Public speaking and meetings with members are requirements of the post.</p>

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Key Relationships	
Internal	<p>Director of Industrial Strategy & Member Relations Director of Professional Policy TUIR Manager National Officer Wales Professional & Education Manager Professional & Educational team National & Regional Officer team National Council for Wales</p>
External	<p>Social Partnership Forum bodies in Wales Welsh Assembly Representatives National Social Partnership Forum bodies Health Education & Improvement Wales</p>
Main Duties and Responsibilities	
<p>In accordance with the policy aims of the UK Council of the Society of Radiographers (SoR) strategic plans, plus the agreed team objectives relevant to this post, this role will undertake the following:</p> <ol style="list-style-type: none"> 1. Be responsible for the TUIR and professional activities of the organisation in Wales, in line with the UK wider SoR organisational strategy. 2. Provide assistance as appropriate in other nations and regions when required. 3. Implement in full the agreed team objectives in Wales. 4. Take a proactive role in organising members in Wales by recruiting, supporting and developing reps in their activities including: <ul style="list-style-type: none"> • organising and sometimes participating in delivering their training • ensuring widespread coverage of local representatives (for Industrial Relations, Health and Safety and Union Learning Representatives) with as far as is possible there being at least one rep in each workplace. 5. Proactively support the SoR's member communications, and specifically in Wales. 6. Proactively inform the SoR of relevant political and policy developments in Wales and of how these could impact upon / or vary from, policy and practice across the rest of the UK, with a view to maximising the SoR's credibility and reputation amongst members, potential members and wider stakeholders across Wales . 7. Agree an annual set of objectives with the Director of Industrial Strategy and Member Relations. 8. Represent members individually and collectively as appropriate on all matters affecting their employment. 9. Agree with Welsh Council recruitment campaigns among potential members in the NHS and with other employers. 10. Participate in agreed campaigns to enhance the profile of the SoR across Wales. 	

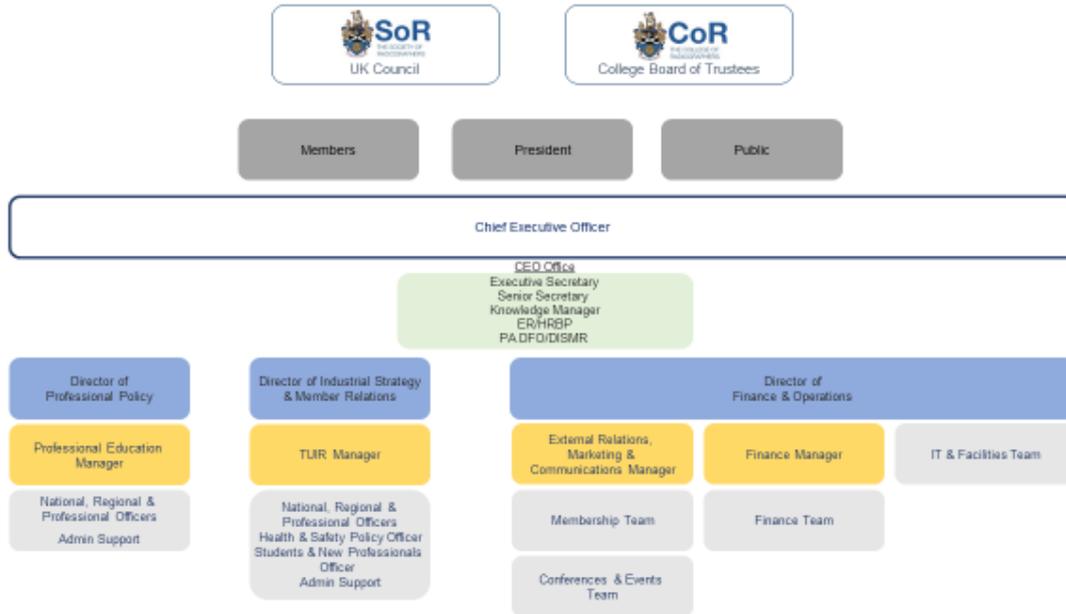
11. Proactively promote the SoR's interest, aims and policies within the Welsh TUC and other collective bodies representing the collective interest of health workers in Wales.
12. Proactively promote the SoR's interests, aims and policies to Welsh politicians and policy makers, the media, other stakeholders and charitable bodies.
13. Attend and participate fully in all appropriate SoR meetings including Regional/National Officer meetings and Professional and Regional Officer meetings (PROMs), Professional and Education team meetings, the SoR Annual Delegates Conference.
14. Carry out specific additional responsibilities as allocated by the Director of Industrial Strategy and Member Relations (or TUIR Manager) from time to time.
15. Carry out all duties in accordance with the policies and procedures of the Society and College and in ways that are aligned to and demonstrate our values.
16. Work collaboratively within the SCoR Professional and Education team and with all other parts of the organisation across the UK .
17. Undertake other duties which may be appropriate within the areas of responsibility of the post.

Additional Notes and Changes

This is a description of the role, as it is presently constituted. It is the practice of the Society and College to examine job descriptions from time to time and to update them to ensure they relate to the role as then being performed, or to incorporate whatever changes are being proposed. This would be conducted in consultation with you. The Society and College aims to reach agreement on changes, but if an agreement is not possible, the Society and College reserves the right to insist on changes to your job description, after consultation with you.

Skills /Experience required JDPS	Essential	Desirable	Evidenced by (Application form, test, interview etc.)
1. Degree level equivalent qualification and a relevant Post Graduate professional qualification	✓		Application Form
2. Registered Radiographer with expertise as a health care professional	✓		Application Form
3. A further qualification in employment law, HR or a relevant professional area		✓	Application Form
4. A working understanding of key employment law and regulation; ACAS Codes; and expected employment practices and procedures	✓		Application Form; Interview
5. Experience of industrial relations case management		✓	Interview
6. A practical and demonstrable understanding of the Society's values and how these translate in practice into a leadership role for the SoR in Wales, particularly regarding how one carries out their work	✓		Application Form; Interview
7. A demonstrable understanding of the SoR's responsibilities to members in regards to information governance and confidentiality, and of why and how these are growing "union issues", especially in a health and social care context	✓		Application Form; Interview
8. Experience of leading successful campaigns either locally, regionally or nationally and a demonstrable understanding of how policy or practice can best be changed in ways that involve wider stakeholders directly and indirectly		✓	Application Form; Interview
9. A demonstrable understanding of the impact that being a Professional organisation has on the SoR's trade union	✓		Application Form; Interview

and industrial relations activities, and the value and challenges this offers.			
10. Awareness of current political events related to health and social care policy, devolved nation health and education policy, and how these might impact upon the profession of radiography and its practitioners – particularly in relation to Wales	✓		Application form; Interview
11. Excellent oral and written communication skills	✓		Application Form; Interview
12. Excellent presentation/public speaking skills	✓		Interview
13. Ability to translate ideas, concepts and evidence from a wide variety of sources into clear, concise and appropriate policy statements or reports	✓		Interview
14. Ability to work effectively as a team member, to lead a team as necessary, and to establish and maintain good working relationships internally and externally		✓	Application form; Interview
15. Ability to effectively develop external networks		✓	Application form; Interview
16. Ability to self-manage and to work alone effectively		✓	Interview
18. Ability to use information technology effectively, including both for communication with members and wider stakeholders	✓		Application form; Interview
19. Ability to use and get best out of large relational databases		✓	Application form; Interview
20. Ability and willingness to travel when needed, including occasional overnight	✓		Application and interview



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