

Job Description and Person Specification

Job Title:	Assistant Regional Officers - Industrial Relations (4 part-time posts) 1x North-West 1x Yorkshire and North Trent 1x Midlands 1 x South-East
Hours of work:	Each post = 0.5 whole time equivalent (17.5 hours per week with options for flexible working).
Contract:	Fixed Term (18 months)
Reports to:	
Accountable to	NA
Matrix Reporting:	NA
Place of Work:	Homeworking. It is a requirement for the post incumbent to reside within reasonable travelling distance of the region to avoid excessive travel.
Grade	Grade C
Information about the Society and College:	<p>The Society and College of Radiographers are two separate companies operating together to provide service and support for those involved in radiography. As a Group they enable the Society to fulfil its role as the professional body and trade union for those practicing in clinical imaging and radiotherapy while the science of radiography is advanced for the public benefit.</p> <p>The Society (SoR) is a Special Register trade union affiliated to the TUC with approximately 34,000 members. The College (CoR) is an independent charitable company registered in England and Scotland. The issued share capital of the College is owned by the Society.</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 clinical 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 for 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>

Job Purpose	<p>This role reports entirely through the SoR.</p> <p>This role combines the dual role of organising and member recruitment with case work, assisting the Regional Officers in representing members individually and collectively in all issues impacting on their employment.</p>
Dimensions	<p>There are four posts, each one covering the following:</p> <ul style="list-style-type: none"> • 0.5 FTE Part-time Assistant Regional Officer – Yorkshire and North Trent Region • 0.5 FTE Part-time Assistant Regional Officer – North West • 0.5 FTE Part-time Assistant Regional Officer – Midlands • 0.5 FTE Part-time Assistant Regional Officer – South East <p>The role supports both NHS and independent sector membership and workplaces. Support for other regions may be required.</p> <p>It is essential that the post incumbent resides within reasonable travelling distance of the region and can be flexible to cover full regional remit across the full 18-month contract.</p> <p>There will be travel within the region and occasionally there could also be a requirement to travel more widely across the UK. Access to a car with the ability to drive is an essential requirement although we also encourage the use of public transport where viable. Travel expenses will be reimbursed in accordance with our Travel & Expenses policy. Essential car user allowance is also paid to those eligible. Public speaking and leading meetings with members and employers are requirements of the post. We make full use of technology to optimise time available to support members.</p>
Key Accountabilities:	<ol style="list-style-type: none"> 1) Deliver recruitment campaigns and member organising initiatives, at workplaces across the relevant geographic region. Areas identifying high potential for member recruitment will be prioritised - including groups of members or workplaces with limited SoR presence or organisation. <ol style="list-style-type: none"> a) Support and develop local representatives so that they can confidently represent and support members locally, including recruiting members from all grades into the SoR. b) Ensure 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 of each rep in each workplace



	<p>c) Consult with the Regional Committee(s) regarding recruitment campaigns among potential members in the NHS and with independent employers.</p> <p>2) Working under guidance of Regional Officers in the nearby region undertake less complex case work and represent members individually and collectively as appropriate on matters affecting their employment - both within the public sector and with independent sector employers within the region.</p> <p>3) Provide research of agreements and employers arrangements, prepare claims, make presentations and engage with employers as required.</p> <p>4) Participate and support Regional and National Officers in Networks and policy work for the SoR.</p> <p>5) Proactively support Regional and National Officers in SoR's member communications nationally and specifically in the areas covered.</p> <p>6) Understand and promote regional objectives and the Regional Workplans in support of Regional and National Officers, Regional Committees, Head of Industrial Relations, and Executive Director of Industrial Strategy and Member Relations.</p> <p>7) Participate in agreed campaigns to enhance the profile of the SoR nationally and regionally.</p> <p>8) Attend and participate fully in all appropriate SoR meetings including Regional/National Officer (NORO) meetings and Professional and Regional Officer Meetings (PROMs), the SoR Annual Delegates Conference and other national TUIR events, such as the Rep Forum and rep summits</p> <p>9) Carry out specific additional responsibilities as allocated by the Executive Director of Industrial Strategy and Member Relations and / or Head of Industrial Relations from time to time.</p> <p>10) Undertake other duties which may be appropriate within the areas of responsibility of the post.</p> <p>11) 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.</p>
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COMMUNICATIONS AND KEY RELATIONSHPS	
Internal	<ol style="list-style-type: none"> 1. Executive Director of Industrial Strategy and Member Relations 2. Head of Industrial Relations 3. National and Regional Officers 4. Professional and Education Officers 5. Team Administrators
External	<ol style="list-style-type: none"> 1. Trust and employer senior leaders and HR leads, and other employer leads 2. SoR external partners supporting the work of the trade union, E.g. affiliated bodies 3. Staff side trade union colleagues



Person Specification

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Criteria (E= Essential D = Desirable)	E	D	Evidenced by
Previous Experience			
Experience in trade union activity organising as a local volunteer representative ideally in within the SoR	✓		Application / Interview
Demonstrable evidence of developing engagement campaigns with member and prospective members to increase membership density	✓		
Experience in case work as a local volunteer representative, ideally in a health and social care setting.	✓		
Experience of the independent sector either in employment or in a Trade Union Capacity		✓	Application / Interview
Experience of delivering 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 / Interview
Qualifications & Knowledge			
Degree level education supplemented with postgraduate development and qualifications in employment law, HR or a relevant area of practice Or Evidence of a body of knowledge and experience that equates to the above		✓	Application / Interview
A practical and demonstrable understanding of the SoR's values and how these would translate in practice	✓		Interview

A demonstrable understanding of the SoR's responsibilities to members regarding information governance, data protection and confidentiality.	✓		Interview
A demonstrable understanding of the impact that being a Professional organisation has on the SoR's trade union and industrial relations activities, and the value and challenges this offers	✓		Interview
Experience in industrial relations including a working understanding of key employment law and professional regulation and how this applies to case work. (ACAS Codes; and employment practices and procedures)			
Abilities, Skills, Competencies & Behaviours			
Excellent planning skills, ability to anticipate demand plan workload accordingly	✓		Interview /presentation
Excellent communication skills with the ability to explain complex matters concisely.	✓		Application / Interview
Ability to communicate compelling reasons to join the SOR, and explain the benefits of joining the SOR to potential members	✓		Interview/ presentation
High standard of written English, able to write clearly, logically, concisely and appropriately for the particular audience	✓		Interview / Test
Good standard of numeracy, relevant to the role	✓		Interview / Test
Ability to prioritise tasks & own workload to meet deadlines	✓		Interview
High level of accuracy and attention to detail	✓		Interview
Ability to prioritise workload appropriately, yet be flexible to accommodate changing priorities and needs	✓		Interview
A calm, assertive, persuasive and professional approach	✓		Interview
Able to develop good working relationships with colleagues and external contacts.	✓		Application / Interview

Ability to work effectively as a team member, and to establish and maintain good working relationships with colleagues	✓		Application / Interview
Ability to manage conflict and negotiate resolutions in a constructive and effective manner	✓		Application / Interview
The ability to establish and maintain excellent working relationships externally	✓		Application / Interview
Able to work on own initiative and make decisions within the scope of the role	✓		Interview
Awareness of current political events related to health and social care policy, national health and education policy, and how these might impact upon the profession of radiography and its practitioners.	✓		Interview
Excellent ability to use information technology effectively, including both for communication with members and wider stakeholders and to use and get the best out of large relational databases	✓		Application / Interview
Ability to work as part of small team and able to demonstrate a pro-active, flexible, hands-on approach	ü		Application/ Interview
High level of integrity and strong interpersonal skills, with an awareness of the impact of the work of National and Regional officers on the reputation and credibility of the SOR, and on our membership.	ü		Interview
Demonstrable commitment to Equality, Diversity and Inclusion in the workplace	ü		Interview

