

## Job Description and Person Specification

<b><u>Job Title:</u></b>	Regional Officer – Eastern (Industrial Relations)
<b><u>Hours of work:</u></b>	1 whole time equivalent (35 hours per week)
<b><u>Contract:</u></b>	Permanent
<b><u>Line manager:</u></b>	Head of Industrial Relations
<b><u>Place of Work:</u></b>	London Headquarters, SE1 / Homeworking
<b><u>Grade:</u></b>	Grade D
	<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>
<b>Job Purpose</b>	<p>This role reports entirely through the SoR.</p> <p>The Regional Officer role is a senior role within the organisation combining the dual requirements of representing members individually and collectively in all issues impacting on their employment; and organising local representatives to take on many of these responsibilities themselves. Each Regional Officer is also expected to contribute to the development of SoR policy and practice – including developing expertise and leading for the SOR around a National Network and / or policy area.</p>

<p><b><u>Dimensions</u></b></p>	<p>The Eastern Region includes Essex, Bedfordshire, Herts, Norfolk, Suffolk, Cambridgeshire, Northampton, and covers both NHS and independent sector membership and workplaces. Regions may be subject to change to accommodate workload and changing business requirements.</p> <p>This role will also involve leadership in a specialist subject or area of work relating to the union's areas of influence and participating in the unions national activities and events. For example, leading one of our Member Networks and/or helping deliver advice, support and training in particular policy areas.</p> <p>There will be travel within the region and occasionally, there could also be a requirement to travel more widely, and on rare occasions overseas. An ability to drive is an essential requirement although we also encourage the use of public transport where viable. Public speaking and leading regular meetings with members and employers are requirements of the post. We make full use of technology to optimise time available to support members.</p> <p><b>Trade Union and Professional Body</b></p> <p>The Society is a special register union, registered in Companies House as well as with the Trades Union Certification Office. The joint union and professional body function is central to our operations and strategy.</p> <p><b>Membership</b></p> <p>The Society of Radiographers has experienced steady growth in membership sustained for well over ten years. Current membership is approximately 34,000 active and retired members. This is not restricted to registered radiographers but we believe we have around 80% of the radiography registrants with the Health and Care Professions Council in membership.</p> <p>The SoR is politically independent. We are a member of the Trade Union Congress (TUC) and full members of the NHS Social Partnership Forum (SPF) and Staff Council at local, regional and national levels.</p>
<p><b>Key Objectives</b></p>	<ol style="list-style-type: none"> <li>1. Responsible for the Trade Union and Industrial Relations activities of the organisation in line with the UK wider SoR organisational strategy in the region.</li> <li>2. Represent members individually and collectively as appropriate on all matters affecting their employment both within the public sector and independent sector employers within the region.</li> <li>3. Take a proactive role in organising members in region by recruiting, supporting and developing reps in their activities including: <ul style="list-style-type: none"> <li>• organising and sometimes participating in delivering their training</li> <li>• lead recruitment campaigns in the region, supported by Reps and their Regional Committee.</li> <li>• Support and develop local representatives so that they can confidently represent and support members locally, including recruiting managers to the SOR.</li> <li>• 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 rep in each workplace</li> </ul> </li> </ol>

	<ol style="list-style-type: none"> <li>4. Lead an allocated Network and/or policy area for the SoR; alongside supporting other lead Network Officers in the development and engagement of at least one other Network.</li> <li>5. Proactively support the SoR's member communications nationally and specifically in our Eastern Region.</li> <li>6. Assist as appropriate in other nations and regions when required.</li> <li>7. Proactively inform the SoR of relevant political and policy developments in their lead areas and of how these could impact upon / or vary from policy and practice across the rest of the UK, with a view to maximizing the SoR's credibility and reputation amongst members, potential members and wider stakeholders.</li> <li>8. To work in close partnership with other National and Regional Officer colleagues and members of the Professional and Education Officer team to promote and support Health, Social Care and Education policies that affect members and their professional development.</li> <li>9. Develop regional objectives and a Regional Workplan in consultation with the Regional Committee, Head of Industrial Relations, and our Executive Director of Industrial Strategy and Member Relations - and agree the steps needed to implement the plan.</li> <li>10. Agree with the Regional Committee recruitment campaigns among potential members in the NHS and with independent employers.</li> <li>11. Participate in agreed campaigns to enhance the profile of the SoR nationally and regionally.</li> <li>12. Proactively promote the SoR's interest, aims and policies within the Regional TUC (alongside SoR colleagues) and other collective bodies representing the collective interest of health workers in the Region.</li> <li>13. Proactively promote the SoR's interests, aims and policies to the Region's politicians and policy makers, the media, other stakeholders and charitable bodies.</li> <li>14. 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</li> <li>15. 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.</li> <li>16. Undertake other duties which may be appropriate within the areas of responsibility of the post.</li> <li>17. 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.</li> </ol>
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COMMUNICATIONS AND KEY RELATIONSHIPS	
<b>Internal</b>	<ul style="list-style-type: none"> <li>• Executive Director of Industrial Strategy and Member Relations</li> <li>• Head of industrial relations</li> <li>• National and Regional Officers</li> <li>• Professional and Education Officers</li> <li>• Team Administrators</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Trust and employer senior leaders and HR leads, and other employer leads</li> <li>• Regional Social Partnership Forum</li> <li>• Other unions Regional Leads</li> <li>• National Employer representatives, through supporting the NHS Staff Council activities where required</li> <li>• SoR external partners supporting the work of the trade union, E.g. affiliated bodies</li> </ul>

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.

## Person Specification

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	Criteria (E= Essential D = Desirable)	E	D	Evidenced by
	<b>Previous Experience</b>			
	Substantial experience in trade union activity as a local volunteer representative or as a paid official, ideally in a health and social care setting.	X		Application form
	Experience of the independent sector either in employment or in a Trade Union Capacity		X	
	Extensive experience in industrial relations including a working understanding of key employment law and regulation; ACAS Codes; and expected employment practices and procedures.	X		Application form
	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		X	Application / Interview
	Experience of representing individual members in complex cases, including those that could impact their employment..	X		Application / Interview
	Experience of representing individual members to respond to regulatory body (HCPC) concerns or employment tribunal applications and processes		X	
	<b>Qualifications &amp; Knowledge</b>			
	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	X		Application form / Interview
	A practical and demonstrable understanding of the SoR's values and how these would translate in practice	X		Interview
	A demonstrable understanding of the SoR's responsibilities to members regarding information governance, data protection and confidentiality.		X	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		X	Interview
	Good knowledge of the best practice application of employment law in the workplace.	X		Interview

	<b>Abilities, Skills, Competencies &amp; Behaviours</b>			
	Excellent planning skills, ability to anticipate demand plan workload accordingly	X		Interview
	Excellent oral and written communication skills with the ability to explain complex matters (including regulatory and legal) concisely, and to raise the profile of the organisation, and the support and advocacy available for all members.	X		Application / Interview
	Excellent presentation/public speaking skills to raise the profile of the organisation, and the support and advocacy available for all members.	X		Interview
	Ability to work effectively and to tight deadlines	X		Interview
	Excellent attention to detail	X		Interview
	Ability to prioritise workload appropriately, yet be flexible to accommodate changing priorities and needs	X		Interview
	Ability to analyse and translate ideas, concepts and evidence and complex legal issues from a wide variety of sources into clear, concise and appropriate policy statements, briefings, reports and advice to TUIR Leadership Team.	X		Interview
	Strong working knowledge of key areas of employment law and professional regulation as they apply to SoR members	X		Application and interview
	Ability to work effectively as a team member, to lead others as necessary, and to establish and maintain good working relationships with colleagues	X		Application / Interview
	Ability to manage conflict and negotiate resolutions in a constructive and effective manner	X		Application / Interview
	Ability to effectively develop external networks	X		Application / Interview
	Ability to self-manage and to work effectively with autonomy	X		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.	X		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	X		Application / Interview
	willingness to adopt a "Hands-On" approach when required	X		Interview
		X		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.			
	Demonstrable commitment to Equality, Diversity and Inclusion in the workplace	X		Interview