

Guidance Notes for Job Applicants

Introduction

These notes are intended to help you to participate in our selection process as effectively as possible. **Please read these notes carefully before completing your online application form.**

If you have any difficulty in completing your online form or require any adjustments to support an individual need or a disability, please contact us on Jobs@sor.org

The application form plays an important part in the selection process, both as a tool for shortlisting candidates for interview, and in the interview. The application process is designed to give all candidates the opportunity to demonstrate the extent to which they can meet the requirements of the role.

To ensure fairness to all applicants, any decision to shortlist for interview will be based solely upon the information you supply on your application form. Even if you are already known to SOR / COR as a previous or current employee or a member, it is important you complete the online form in full.

Closing date for submission of online applications is **13th July 2025 at 23:59 hrs.** No applications will be accepted after this deadline, even if you have partially completed it.

SOR / COR reserve the right to close the vacancy earlier should there be a large response. Interested candidates are therefore encouraged to submit their application at the earliest opportunity.

Interviews will take place virtually on **24th July 2025.**

Examine the Job/Role Description and Person Specification

All SOR / COR vacancies will include a full job/role description with a person specification. The purpose and main duties and responsibilities of the post are set out in this document along with the knowledge, skills and experience we are looking for in the successful candidate. It is important to read all the information in these documents before completing your application.

You can find the Job Description / Person Specification for this role below ([click here](#)).

Analyse your experience

Look at the activities involved in the role. Think about what specific evidence you can provide to demonstrate you have the necessary knowledge, skills and experience. Explaining your current (and previous) jobs to someone else may help you uncover 'hidden' skills that you take for granted. You may also want to include voluntary/unpaid work experience, or experience gained via a role of responsibility in one of your leisure pursuits if this is relevant to the requirements of the vacancy.

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Preparation to complete your online application form

SOR / COR uses an online application process via Hireful, our Applicant Tracking System. When you click “Apply” you will be directed to our Jobs pages and the online application form.



The display of the online application form can be adjusted to support additional needs you may have by clicking on the accessibility button. Different profiles and adjustments are available to improve accessibility.

Once you have *submitted* your application it cannot be updated, it is therefore recommended that you prepare your answers to both the pre application questions in advance and that you have all your career & education history and a supporting statement to explain how you meet the requirements of the person specification before you start.

You can however come back to a partially completed application *before submission*, using the link that will be emailed to you so long as the job remains open to applications.

You will not be able to attach to your application form your CV, testimonials or copies of educational certificates, unless specifically requested to do so. You are encouraged to target your application and specifically answer the shortlisting questions rather than cutting and pasting sections from your CV or a covering letter.

We recognise that the application process is a little more involved and takes a bit more time than some processes that require candidates to click a link and upload their CV. However, our application process is outcomes based and allows all applications to be measured against the same criteria.

It is important to remember that those involved in the selection process cannot guess or make assumptions about you, and even if you are known to the SOR, the panel will not know this since all applications are anonymised by our Applicant Tracking software. Make sure you tell us everything relevant to your application and that you complete all the sections on the form. Please read the instructions on the application form, which are designed to assist you in providing us with the information we need.

Please also do not exceed the prescribed word count.

To help you prepare for your application, you will need information in the areas detailed below.

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Section 1: The pre-application form

The section headed ‘Pre-Application’ is a very important part of the online form. In this section you will be asked to respond to some, or all of the essential criteria as set out in the person specification for the role, by answering some very specific questions.

Please ensure you answer the questions in full. Once you proceed beyond these questions, you will not be able to go back and change it, so you may find helpful to prepare the answers to your questions in advance.

These questions provide us with evidence to demonstrate that you possess the knowledge, skills and experience required. It is not sufficient to merely state in your application that you have the knowledge, skills or experience required without providing specific examples of what you have done and how you believe this demonstrates you meet each requirement.

SOR051 – Regional Officer Eastern

Pre-application questions for candidates to complete on online application form.	
1)	With dates briefly explain your experience working in an industrial relations role, the scope of your responsibilities and decision making.
2)	With dates, briefly list your relevant experience, describing your experience of leading successful campaigns either locally, regionally, or nationally. a) Briefly explain the campaign and how you successfully engaged with stakeholders, any obstacles you faced and what the eventual outcome was.
3)	Without breaching confidentiality, describe an example of a complicated case that you successfully managed from start to finish with a member. a) Explain the circumstances, the challenges, what you did, what knowledge you applied, any obstacles and how you overcame them. Please explain the outcome and what learnings were identified as a result of the case.
4)	Provide an example of growing membership and member engagement within an organisation including developing representatives. Explain techniques used and how you overcame barriers.

Section 2: The main application form

In this section, you will need the following information to hand:

- Your personal and contact details.
- Your full employment history, with dates of employment and a summary of your roles and responsibilities, reasons for leaving and salary. You should start with your present and most recent employer.
- You will also detail your education and training.
- Your skills, experience and additional information in your supporting statement.

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This section enables you to detail evidence to support other aspects of the essential and desirable criteria listed on the job description / person specification that you may not have included in the pre-application questions. Please keep the word count to 400 words.

Once you are happy with your application, please submit it, and you will receive an acknowledgement of receipt to your email.

We hope you find the contents of this document helpful and good luck with your application.

If you have any questions in relation to your application, please contact a member of the Human Resources team by emailing Jobs@sor.org.

We look forward to receiving your application, the link to apply can be found on our website here: <https://www.sor.org/jobs>

Job Description & Person Specification

<u>Job Title:</u>	Regional Officer – Eastern (Industrial Relations)
<u>Hours of work:</u>	1 whole time equivalent (35 hours per week)
<u>Contract:</u>	Permanent
<u>Line manager:</u>	Head of Industrial Relations
<u>Place of Work:</u>	London Headquarters, SE1 / Homeworking
<u>Grade:</u>	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</p>

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	additional objective concerned with protecting the honour and interests of radiographers and others involved in the practice of radiography.
Job Purpose	<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>

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<p><u>Dimensions</u></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>Trade Union and Professional Body</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>Membership</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>Key Objectives</p>	<ol style="list-style-type: none"> 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. 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. 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"> • organising and sometimes participating in delivering their training • lead recruitment campaigns in the region, supported by Reps and their Regional Committee. • Support and develop local representatives so that they can confidently represent and support members locally, including recruiting managers to the SOR.

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	<ul style="list-style-type: none"> • 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 <ol style="list-style-type: none"> 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. 5. Proactively support the SoR's member communications nationally and specifically in our Eastern Region. 6. Assist as appropriate in other nations and regions when required. 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. 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. 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. 10. Agree with the Regional Committee recruitment campaigns among potential members in the NHS and with independent employers. 11. Participate in agreed campaigns to enhance the profile of the SoR nationally and regionally. 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. 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. 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 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. 16. Undertake other duties which may be appropriate within the areas of responsibility of the post.
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	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.
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COMMUNICATIONS AND KEY RELATIONSHIPS	
Internal	<ul style="list-style-type: none"> • Executive Director of Industrial Strategy and Member Relations • Head of industrial relations • National and Regional Officers • Professional and Education Officers • Team Administrators
External	<ul style="list-style-type: none"> • Trust and employer senior leaders and HR leads, and other employer leads • Regional Social Partnership Forum • Other unions Regional Leads • National Employer representatives, through supporting the NHS Staff Council activities where required • SoR external partners supporting the work of the trade union, E.g. affiliated bodies

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Person Specification

Person Specification				
	Criteria (E= Essential D = Desirable)	E	D	Evidenced by
	Previous Experience			
	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	
	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	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		X	Interview

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	trade union and industrial relations activities, and the value and challenges this offers			
	Good knowledge of the best practice application of employment law in the workplace.	X		Interview
	Abilities, Skills, Competencies & Behaviours			
	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	X		Application / Interview

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	members and wider stakeholders and to use and get the best out of large relational databases			
	willingness to adopt a “Hands-On” approach when required	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.	X		Interview
	Demonstrable commitment to Equality, Diversity and Inclusion in the workplace	X		Interview

Use of AI in the application process

Your application is assessed by a panel of people at the SOR who are trained in inclusive recruitment and selection using clearly defined set of criteria. We do not use Artificial Intelligence (AI) or computers to shortlist candidates.

We appreciate however that the advent of AI provides opportunities for candidates to use it as part of their job application.

If you choose to use AI or other tools to assist in writing your application, it's essential to personalise this information and ensure you provide evidence to support your comments / claims and explain how your experience meets the requirement of the role.

While AI can help streamline the writing process, our experience shows us that these tools cannot fully grasp the context or requirements of the job, nor can they accurately reflect your skills, knowledge, and experience.

We are vigilant to AI generated applications and see an increasing number of candidates relying on AI for the entirety of an application. This can result in an application that can lack relevance and fails to address the key criteria outlined in the job description and person specification. It may come across as generic, lacking in substance, and fails to distinguish candidates from other applicants.

Our inclusive recruitment process is aimed at uncovering the evidence to demonstrate that candidates have the actual skills and experience to do the role and without demonstrable evidence or examples an application is unlikely to get shortlisted.

What happens next - The Recruitment Process **Shortlisting**

Shortlisting will take place as soon as possible after the closing date. All applications are automatically anonymised by our Applicant Tracking System and your application will be given a unique number. Diversity data remain anonymous throughout the process and cannot be accessed by HR or the selection panel. We report on Diversity data on an annual aggregated basis to help us ensure our processes are inclusive and free from bias.

When shortlisting, we assess the extent to which your application meets the essential criteria that we set out the Pre-Application questions on the application form. Shortlisting managers will then go through your application in detail looking for specific evidence that you possess the knowledge, skills and experience required for the role. Unless you have provided specific evidence, supported by relevant examples, you are unlikely to be shortlisted.

You will be notified of the outcome of the shortlisting process via email.

Interviews

We try, wherever possible to indicate in the advert and job/role description the date when interviews will be held so applicants can plan. If you are shortlisted, we will normally contact you by telephone and email to invite you to interview. We will give full details of what the selection process will involve.

If you have a disability and need any adjustments to be made for you to participate in the selection process, please contact us immediately on receipt of your interview invitation to discuss this so we can accommodate your needs.

In some instances, it may be necessary to hold the selection process in two or more stages and applicants may be called back for a second assessment. You will be given full details about the arrangements if this applies to the selection process for the vacancy for which you are applying.

Offers

All offers to work at SOR / COR are made subject to receipt of references, proof of educational qualifications and eligibility to work in the UK.

Details of our pre-employment checks and what they mean for you are outlined below.

Satisfactory references covering the last 2 years of employment

Depending on the role that you are applying for, you will be asked to provide contactable referees for the last two years of your employment and/or education. Please be aware that we are flexible in this requirement and gaps in your employment or education will not be held against you. The references we receive must be satisfactory.

Proof that you are legally entitled to work in the UK

The Immigration, Asylum and Nationality Act 2006, requires all employers to check all employees have a legal right to work in the UK. All successful applicants will, therefore, be asked to provide documentary evidence to support their entitlement to work in the UK prior to commencing their new role.

Health Clearance

Along with your offer letter we will ask you to complete a health questionnaire with our occupational health partners. Completing our health questionnaire helps us to be aware of any adjustments that you may need to reach your full potential in your role. Please be assured that any information disclosed on this questionnaire will be held in the strictest confidence and will not be shared or acted upon without your consent.

Privacy Statement

Information provided by you as part of your application will be used for the purposes of carrying out SOR / COR recruitment and selection process. Information provided by you in the Diversity monitoring sections is anonymised so no individual is identifiable and will be used to monitor SOR / COR diversity policies and practices.

Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment and selection process. Once this process is

completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months.

If you are the successful candidate, your application will be retained and will form part of your personal staff record. This data will be retained in line with our staff data retention policy.

For more information, please see SOR / COR [privacy notice](#).

For more information about the SOR / COR visit our website: <https://www.sor.org/>