



JOB DESCRIPTION

JOB TITLE:	Regional Women's & Equalities Officer
REPORTS TO:	Regional Secretary Assistant General Secretary for Equalities nationally on strategic equalities issues.
UNITE SALARY BAND:	9

MAIN PURPOSE OF ROLE: To organise and promote issues of equality particularly relating to women at work and supporting Unite growth, equality and industrial strategies. To ensure regular servicing support on equalities for members and branches through the Officer network, and in promoting the involvement of women, Black & Asian ethnic minority and other under-represented members, and the role of union equality representatives.

As an Officer of the Union this role embraces all duties of a Regional Officer including a limited part officer allocation of membership where appropriate to women and equalities, agreed with the Regional Secretary and Assistant General Secretary for Equalities (see B. below), and specifically focussing on A. below, as follows :

RESPONSIBILITIES:

A. Regional Implementation of Unite Action for Women, Black, Asian Ethnic Minorities (BAEM) Disabled Members, LGBT & All Equalities

- To promote, activate and organise women at work as part of the Union's growth, equality and industrial strategies, and as part of the Senior Team in the Region.
- Under the guidance of the Regional Secretary and Assistant General Secretary for Equalities:
 - To lead on Unite equalities in the Region, ensuring Unite rules against discrimination and harassment are understood and implemented,
 - To raise awareness of Unite equality strategy, policy and rules, to promote equality and coordinate with industrial sectors and other regional colleagues to support implementation.
 - To support, advise and provide specialist equalities knowledge to Regional Officers where required.
 - To coordinate and organise constitutional committees and conferences in the Region relating to Women and to organise (and work in cooperation with other Regional Officers allocated as appropriate) Black, Asian Ethnic minorities, Disabled Members and LGBT committees and conferences, including Regional Equality Reps Conferences.
 - To report to the Regional committee on equality in the region and provide these reports to the Assistant General Secretary for Equalities and National Officers for Equalities

This Role Outline is not a complete listing of all duties but contains the key elements of the role



- To provide support to ensure the regional implementation of union rules relating to fair and effective representation of women and BAEM members, as well as positive action on representation of disabled and LGBT members, and (where appropriate) supporting involvement of young members and retired members (in conjunction with other Officers), and the election of union equality representatives.
- To implement in the Region the Unite Equality strategy and priority Unite Equalities campaigns with the Assistant General Secretary/National Equalities Officers.

B. Regional Officer

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.

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PERSON SPECIFICATION

JOB TITLE: **Regional Women's and Equalities Officer**

UNITE SALARY GRADE: **9**

Please Note:

Only those candidates who best demonstrate that they meet the criteria below will be short-listed. All candidates should seek to provide strong evidence in all sections. The examples below 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).

1 Evidence of organising activity

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

2 Evidence of commitment to the Union and the Labour Movement

- Evidence of supporting Trade Unions and / or Trade Union activity e.g. disputes, trades councils, lobbying.
- Evidence of keeping up to date on issues relevant to unions and their members that could include courses, but also shadowing, self-study etc.

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- Evidence of improving the effectiveness of union structures and organisation in the workplace.
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- Active support for advancing equality issues, union rights and other Unite policies
- Evidence of an ability to communicate the benefits of Unite the Union membership.

3 Evidence of representation and support skills

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

4 Evidence of negotiating skills

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

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