



JOB DESCRIPTION

National Officer – Road Transport Commercial, Warehousing & Logistics

REPORTS TO: Interim Sector Coordinator

LOCATION: Any Office

UNITE SALARY BAND: 11

MAIN PURPOSE OF THE JOB: To co-ordinate the organising agenda and organisation activities of the Road Transport Commercial, Warehousing & Logistics including effective liaison with the Regions and the Union's Central Departments, and with external organisations with the aim of protecting and promoting the interest of the Union and its members.

MAIN DUTIES & RESPONSIBILITIES *(This job description is not a complete listing of all duties but contains the key elements of the role).*

Industrial / Strategic

1. To develop and co-ordinate strategies for the growth and organisation of the Sector, liaising productively and collaboratively with the Regions and the National Organising Department.
2. To secure the implementation and co-ordination of the strategy and policy agreed by the National Industrial Sector Conference within the designated areas of responsibility.
3. To ensure the promotion throughout the Sector of the Union's Equal Opportunity Policy for groups of members underrepresented in the Union, including developing partnerships at all levels to promote their recruitment and involvement in the Union.
4. To maintain a good working knowledge of the main collective bargaining groups within the Sector.
5. To effectively advise and co-ordinate all aspects of administration within the Sector including the organisation of the National Industrial Sector Conference via liaison with the Constitutional Administration team.
6. To ensure all activity of the Sector is carried out in accordance with the Policies, Rules and Constitution of the Union.
7. To manage national disputes with competence and skill including, where appropriate, the preparation and submission of matters for arbitration, dealing with ACAS and any other appropriate bodies to seek and attain resolution for the members.

External liaison and influence

8. To address Public Meetings, Union Meetings, Conferences and Committees; dealing with the news / media in connection with National sectoral activities including disputes and other such issues as may be relevant.



9. To develop and co-ordinate strategies for the promotion of the Sector including at European and / or International levels and co-ordination of appropriate Sectoral international affiliations.
10. To effectively organise national organisations / companies to meet the Union's organising agenda.
11. To effectively advise on and coordinate all aspects of relevant industrial matters associated with the membership in the Sector including negotiations, trade disputes and dealing with government departments, local authorities, etc. as required.
12. Be prepared and able to represent the Executive Council on bodies other than those associated with the Sector, e.g. bodies appointed by the Trades Union Congress General Council, or in certain eventualities, Government enquiries or committees.
13. To maintain good working knowledge of the national, regional and local TUC structures and ensure the promotion of the Sector as appropriate.

Personal development / knowledge

14. To undertake such training as may be necessary in order to progress and develop in areas of skill and competence which are relevant to the role of National Officer in meeting the needs of the Union and its members.
15. To maintain good working knowledge of the Rules, Objectives Constitution and Administration of the Union.
16. Maximise self-sufficiency in day to day management of workload and build sustainable supportive and effective working relationships with support staff and colleagues.

It is also a condition of the appointment that the National Officer shall be available for service in connection with any Region or National Sector(s), 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, i.e., Magistrate, Member of Parliament, appointment to Tribunals, Boards, etc.

Applicants for this role must conform to Rule 14.9.4 of the Union's Rule Book in that they must be a current member of any recognised trade union and have been a financial fully paid-up member of their chosen trade union for at least two years immediately preceding the date of application for this role.



PERSON SPECIFICATION

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Please Note: Short listing for interview will be determined on which candidates can demonstrate on their application form that they best meet the criteria below and in the job description. Candidates will need to give strong evidence in all sections. The examples are given as a **guide** to candidates about the kind of evidence they should provide.

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EXPERIENCE:

The successful candidate will:

1. Have demonstrable pro-active experience of national involvement in the Trade Union Movement.
2. Be able to show evidence of successfully representing members on a national scale.
3. Possess considerable negotiating experience or a related representational role within the Trade Union or Labour Movement.
4. Have experience of delivering against the union's membership recruitment campaigns and a full understanding of the importance of the overall campaign and any national leverage campaigns associated with it coupled with the ability to drive those campaigns within the sector.
5. Be able to demonstrate pro-active involvement in promoting Equality issues in line with Union policy.
6. Have experience of successfully co-ordinating and organising recruitment campaigns.
7. Possess a proven ability to promote Union activities nationally.
8. Have extensive experience of using and advising others of current employment legislation.

EDUCATION/TRAINING:

The successful candidate will:

9. Be willing and able to participate in a range of Union and / or TUC sponsored courses.
10. Will possess developed IT skills – ideally knowledge of Word; Excel, Power Point and a competent user of social media.



SKILLS / KNOWLEDGE / ABILITIES / PERSONAL TRAITS:

The successful candidate will:

11. Have personal integrity.
12. Be capable of successfully delivering Union objectives and campaigns.
13. Possess a practical understanding of current political issues affecting working people, the Trade Union and Labour Movement.
14. Have a thorough knowledge of the Rules, Objectives, Constitution and administration of the Union.
15. Demonstrate a comprehensive understanding of employment rights and how to enforce them in the workplace.
16. Have a track record of acting on equality issues raised by under-represented groups in the Union and supporting those groups accordingly; and be able to provide supporting evidence.
17. Be able to communicate, liaise, influence and gain co-operation effectively, both orally and in writing, and have the skills required to produce meaningful reports and other correspondence.
18. Have the ability to manage others where required, demonstrating an ability to develop team working.
19. Possess skills to manage own and others' workload effectively.
20. Be able to create strategic plans and then organise and communicate the plan for others to action.
21. Have the ability to develop campaigns for organisation and recruitment, collaboratively working with other areas of the union where required.
22. Be able to relate to people at all levels inside and outside the Union.
23. Demonstrate tact in dealing with delicate and complex issues.

NOTE: This is a role which requires the job holder to travel and be flexible to work at various locations in the UK & Ireland as well as other international destinations as required. **A full UK driving licence is an essential requirement.**