

## **REGIONAL CO-ORDINATING OFFICER**

<b>REPORTS TO:</b>	Primarily the Regional Secretary; Executive Officer as required
<b>RESPONSIBLE FOR:</b>	Regional Officers particularly in the delivery of the 100% element of the Union's strategy for growth within the Region.
<b>UNITE GRADE:</b>	Band 10

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**MAIN PURPOSE OF THE JOB:** To provide organisational and operational support to the Regional Secretary in particular in the coordination, monitoring and effective delivery of the 100% element of the Unions' strategy for growth within the Region that will maximise the density of the union's membership in organised workplaces, and by extending the union's membership through the organisation of unorganised workplaces.

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

1. To provide organisational and operational support to the Regional Secretary particularly in the coordination and effective delivery of the 100% element of the Unions' strategy for growth within the Region, and where designated to be accountable for maximising the density of the union's membership in organised workplaces, and by extending the union's membership through the organisation of unorganised workplaces.
2. To work as a team member and undertake the duties as a Regional Officer, as and when directed by the Regional Secretary. To manage, on behalf of the Regional Secretary, all officers' allocations within the RCO's cluster, final decisions on any issues arising resting with the Regional Secretary. To advise, help and assist ROs in the full mapping of their allocations to support the strategic and operational objectives.
3. To assist in the effective and efficient operation of the RCO's officer team as part of duties delegated to the RCOs by the Regional Secretary. These responsibilities are as covered in the Annex below.
4. To be accountable for advancing the interests of members industrially, politically and organisationally, and for the development of the Union generally in the Region in accordance with its policies and strategic goals.
5. To undertake in a competent and diligent manner all duties associated with the organisation, recruitment and representation of current and potential members within the Region.
6. To be accountable for negotiating agreements with employers on behalf of the membership within the Region, covering all terms and conditions of their employment.
7. To deal with the news/media in connection with disputes and such other issues as may be relevant in a manner consistent with the policies of the Union

8. To undertake such training as necessary in order to progress and develop in areas of mentoring and leadership skills and any other competences which are relevant to the role of the RCO in meeting the needs of the organisation and its members.
9. To undertake all such administrative duties as is necessary to properly service the membership within the Region, i.e. the keeping of records, statistics, etc.
10. To prepare and present reports and undertake duties associated with servicing the Union's constitutional committees within the Region.
11. To undertake such other duties as may from time to time to be deemed necessary, and to be prepared to work in any area or region if so required by the General Secretary or the Executive Council.

In the interests of the operational efficiency of the Union, the following duties may be delegated to RCOs by the Regional Secretary:

1. Management of the 100% work within their cluster
2. Responsibility for all officers' allocations within their cluster. Final decisions on any issues arising out of such allocations will however remain with the Regional Secretary.
3. Oversight of the diaries of the officers in their cluster, with the right to arrange meetings of officers via the usual system of electronic diary requests.
4. Oversight of holiday requests with the objective of ensuring operational effectiveness within each cluster. Any officer who feels that a request has been unfairly or unreasonably declined will be able to appeal to the Regional Secretary.
5. RCOs may conduct disciplinary investigations at the request of the Chief of Staff or Regional Secretary, but where such investigations are conducted within the region of the officer concerned these will normally be undertaken by the Deputy Regional Secretary, and under no circumstances will they be undertaken by the RCO for the cluster of the officer concerned.
6. 'Return to Work' interview after sickness absence, unless the officer requests that this be undertaken by the Regional Secretary.
7. Investigation of serious complaints by members.

It should be understood that none of these responsibilities detract from the overall responsibility of the Regional Secretary for the management of the region, including for all employee related issues. The RCOs exercise these responsibilities on behalf of the Regional Secretary, and with the latter's authority. It remains the case that any officer should have the right to approach the Regional Secretary directly on any matter relating to his/her employment.