

Role Description

ROLE TITLE	:	UNISON Branch Secretary (Secondment)
GRADE	:	Substantive Grade
POST NO	:	
SERVICE	:	Deputy Chief Executive
UNIT	:	-
REPORTS TO	:	Branch Executive Approval of contractual arrangement such as leave etc- to Deputy Chief Executive)
RESPONSIBLE FOR	:	The Exeter City UNISON Branch, its members and officers
LIAISON WITH	:	All Managers, Councillors, unison members, Human Resources

PURPOSE OF ROLE

To act as the strategic lead officer and co-ordinator in representing UNISON members and officers as Exeter City UNISON Branch Secretary and to consult with Exeter City Council, its officers and members on industrial relations and/or decisions likely to lead to organisational change or changes in policies practice or procedures.

To represent UNISON members at investigations and disciplinary/grievance hearings

To organise the branch to best suit the UNISON membership at Exeter City Council, such membership to include its contractors (e.g. Strata)

MAIN ACTIVITIES

1. Act as the strategic lead officer and co-ordinator within the Exeter City UNISON Branch (“UNISON”) and as a first point of contact for issues relating to the branch, its members and officers and/or Exeter City Council

2. Represent UNISON members at all levels in consultations likely to lead to an organisational change or changes in contractual relations
3. Represent UNISON members at investigations and disciplinary/grievance hearings
4. Attend JCNC, NEC and other meetings as necessary as the principal UNISON representative
5. Manage, support, train, mentor and encourage UNISON workplace representatives in the branch
6. Manage the delegation of work to UNISON workplace representatives whilst providing support and guidance
7. Ensure all necessary training is undertaken by UNISON branch officers
8. Ensure regular communication with branch members
9. Consult with and obtain advice and guidance from UNISON Regional and National Offices as and when necessary
10. Any other duties relevant to UNISON and commensurate with the role.

DATE LAST UPDATED: 09/09/2016

Person Specification



JOB TITLE : Branch Secretary UNISON
GRADE : XXXXX **POST NO :**
SERVICE : Deputy Chief Executive
UNIT : N/A

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
<u>QUALIFICATIONS & KNOWLEDGE</u>		Formally qualified as a UNISON Workplace Representative (C,I)
<u>EXPERIENCE & SKILLS</u>	Excellent communication and negotiating skills. At least two years' experience as a union branch representative or steward (I,R)	Comprehensive and up to date knowledge of Council's employment policies and procedures (I)
<u>SPECIAL REQUIREMENTS & ATTITUDE</u>	Professional and diplomatic attitude (I).	
<u>OTHER</u>	Formally elected as Branch Secretary by Exeter City UNISON Branch (R)	

COMPLETED BY: Godfrey Sutcliffe

DATE: 26th August 2016

CATEGORY: A – Application, C - Certificates, T – Testing, I – Interview, R - Reference

