

Title	Policy Officer (Employment Rights)
Grade	18-22
Department	Policy, Governance, and Communications
Reports to	Assistant General Secretary (Policy, Governance, and Communications)
Date	November 2023

JOB PURPOSE

The Policy Officer sits within the Policy, Governance, and Communications Department, and works under the leadership of the Assistant General Secretary (PGC). In coordination with the department and senior staff, they are responsible for managing, supporting and delivering the policy and research work of the union and lead on employment, equality and health and safety issues. They also coordinate Equity's engagement with devolved and local government throughout the UK.

1. MAIN DUTIES

1. Under the direction of the Assistant General Secretary (PGC), to support and coordinate the union's research and policy work, and liaison with external bodies as appropriate in support of Equity's organising, industrial and campaigning priorities.
2. To support the Union's Officers, networks, branches and committees with research and evidence enquiries and undertake work from time to time with external bodies including other unions, think tanks, academics and campaigning organisations.
3. To lead the union's lobbying work in the UK Nations and across local government, in coordination with Officials in Scotland, Wales and Northern Ireland and the English Regions.
4. To attend meetings of the Federation of Entertainment Unions and coordinate Equity's involvement with TUC working groups on employment rights issues.
5. To provide briefings (either in person or written) to the General Secretary, other Equity staff or members in advance of public/media engagements on a range of issues including employment and labour rights, equality issues and health and safety.
6. To support the union's communications output, including researching and drafting articles for the union's journal, social media and website postings.
7. Respond to Government and industry relevant consultations, taking a lead on employment, equality and health and safety issues and provide guidance to other staff members undertaking this work.

8. To monitor and research all policy, political and developments relevant to employment, equality and health and safety issues and to keep the Assistant General Secretary (PGC) and other staff informed and up to date.
9. To support the union's activity within the broader trade union and labour movement, including the TUC, relevant think tanks and campaigning organisations. This includes attending relevant conferences, preparing speeches and delivering presentations at events as agreed with the Deputy for the General Secretary.
10. To act as Secretary to Equity's Committees and other Committees or Working Parties, as directed by the General Secretary from time to time.
11. To provide other support to the Policy, Governance and Communications department, as required by the Deputy for the General Secretary.

2. GENERAL DUTIES

1. To be fully conversant with the union's IT system relevant to the post. To create own correspondence, access databases and use the union's e-mail. To be responsible for creating and maintaining an effective filing system. To be able to track all written correspondence and respond to all complaints/enquiries.
2. There will be occasional evening and weekend work.
3. To undertake any other duties commensurate with the grade.
4. To maintain the confidentiality of information and abide by the provisions of the Data Protection Act.
5. To undertake all duties within Health & Safety regulations/policy.
6. To undertake all duties with due regard to the Equal Opportunities policies of the union.

3. PERSON SPECIFICATION

The following requirements are essential for the role of Policy & Public Affairs Officer:

1. A Degree or similar, e.g. HND, Legal Qualification or other vocational qualification.
2. Good IT skills and efficient secretarial skills.
3. Influencing skills. Able to persuade members, activists, decision makers and politicians through constructive arguments, compelling written material and excellent interpersonal skills; demonstrate the ability to build relationships and alliances.
4. Research Skills. Demonstrate understanding, skills and experience in developing and commissioning research, analysing statistics and sourcing evidence including case studies, polling and other data.
5. Team working. Understand and demonstrate the qualities of team working and leadership to achieve organisational goals; able to motivate staff and members from across the Union's Departments, Nations and Regions; and be able to supervise work and delegate effectively, able to plan and prioritise own work and contribute to team objectives.
6. Problem solving. Demonstrate capability of analytical thinking; able to evaluate and assess information and draw logical conclusions.
7. Communication skills. Able to communicate ideas and information with clarity and accuracy (both written and verbal); show ability to give successful public presentations to groups of members and externally; communicate and work effectively with colleagues and external organisations.
8. Commitment to the trade union and labour movement. Commitment to increasing membership through high quality political organising and advice provision; demonstrate firm understanding of involving and empowering members.
9. Campaigning skills. Demonstrate an understanding of campaigning strategies and tactics with a focus on engaging members and achieving change.