

Title **Policy Officer (Workforce Rights and Research)**

Grade **5**

Department **Policy and Communications**

Reports to **Head of Policy & Public Affairs**

Date **February 2026**

JOB PURPOSE

The Policy Officer sits within the Policy and Public Affairs Section of the Policy and Communications Department and works to the line management of the Head of Policy & Public Affairs. In coordination with the wider Department and senior staff, they are responsible for managing, supporting and delivering the policy and research work of the union, with a focus on employment, equalities and health and safety policy.

1. MAIN DUTIES

1. Under the direction of the Head of Policy & Public Affairs, to support and coordinate the union's policy and research work to advance Equity's organising, industrial and campaigning priorities.
2. To coordinate Equity's policy work on employment rights, equalities and health and safety policy issues.
3. To develop Equity's research outputs and interventions, through quantitative and qualitative analysis and, from time to time, partnership working with other unions, think tanks, academics and campaigning organisations.
4. To support the union's officers, networks, branches and committees with research and evidence enquiries.
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, equalities and health and safety issues.
6. To support the union's communications output, including analysing data, developing press stories, researching and drafting articles for the union's journal, social media and website postings.
7. To respond to government and industry relevant consultations, taking a lead on employment, equalities and health and safety issues and provide guidance to other staff members undertaking this work.

8. To monitor and research all policy, political and parliamentary developments relevant to employment, equality and health and safety issues and to keep the Head of Policy & Public Affairs 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 Head of Policy & Public Affairs.
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 and Communications department, as required by the Assistant 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 Officer:

1. A Degree or similar
2. Good IT skills and efficient secretarial skills.
3. Political engagement. An understanding of the contemporary UK political groups, structures and processes through which a trade union can advance its members interests.
4. 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.
5. Research Skills. Demonstrate understanding, skills and experience in developing and commissioning research, analysing statistics and sourcing evidence including case studies, polling and other data.
6. 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.
7. Problem solving. Demonstrate capability of analytical thinking; able to evaluate and assess information and draw logical conclusions.
8. 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.
9. Commitment to the trade union and labour movement. Commitment to increasing membership through high quality political aims, organising and advice provision; demonstrate firm understanding of involving and empowering members.
10. Campaigning skills. Demonstrate an understanding of campaigning strategies and tactics with a focus on engaging members to achieve change.

Desirable

1. Quantitative and qualitative research skills and experience