

# JOB DESCRIPTION

<b>Title</b>	<b>Area Official</b>
<b>Grade</b>	<b>21-25</b>
<b>Department</b>	<b>Nations &amp; Regions</b>
<b>Reports to</b>	<b>Deputy General Secretary</b>
<b>Date</b>	<b>May 2024</b>

## 1. JOB PURPOSE

Area Officials work under the leadership of the Deputy General Secretary. They are responsible for providing effective negotiations and service to members. The specific geographic or industrial areas covered by each Official are set by the General Secretary and may vary from time to time. Responsibilities are shared across both Live Performance and Recorded Media Departments.

## 2. MAIN DUTIES

1. To be responsible for the monitoring and enforcement of collective agreements. Where appropriate, to lead negotiations with employers for revision of national or house agreements and to establish new agreements.
2. To be responsible for implementing the organising policy and strategy within the areas covered by the post of the Official.
3. To represent members in dispute with employers, including at Joint Industrial bodies, Industrial Tribunals, Small Claims process in the County Court, etc.
4. To respond to queries from members and others and give advice on interpretation of agreements and enquiries arising from individual engagements. To develop and update recommended guidelines where appropriate.
5. To actively develop and participate in campaigns aimed at safeguarding members' interests and to represent the Union on various outside bodies as nominated by the Secretariat.
6. To work with the Membership Department to ensure that all members working in their area of responsibility are in benefit. To recruit and retain members in conjunction with the Membership Department. To receive and process applications for membership of the Union where the work obtained by the applicant is in the Official's area of responsibility.
7. To supervise the Department's Organiser-Assistants, as appropriate.

8. To administer Committees, Branches or Working Parties as appointed by the General Secretary. These may vary from time to time.
9. To liaise with industrial colleagues in order to provide specialist advice on all the Union's collective agreements and keep abreast of developments in negotiations outside of the Officials own direct responsibility.
10. To liaise with the Organisers to co-ordinate visits and inform of relevant matters, including those relating to the recruitment and retention of members.
11. To work on cross-departmental industrial areas, under the direction of both Assistant General Secretaries, and in collaboration with Officials from both industrial departments, as necessary.
12. To acquire and maintain a working knowledge of all areas of the union's industrial work and their respective collective agreements, in order to be able to support or cover the work of any other Official across the union, as necessary.

### **3. 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 regular evening, and occasional 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.

#### **4. PERSON SPECIFICATION**

The following requirements are essential for the role of an Official:

1. A Degree or similar, e.g. HND, Legal Qualification or other vocational qualification.
2. A full UK Driver's Licence.
3. Good IT skills and efficient secretarial skills.
4. Negotiation skills. Able to influence through constructive argument and demonstrate the ability to lead successful collective negotiations and negotiations on behalf of individuals.
5. Organising Skills. Able to understand organisational goals and requirements for organisational change and organise and persuade staff and members of the Union to deliver these goals and changes. Show proven organising ability and skills.
6. Team working. Understand and demonstrate the qualities of team working and leadership to achieve organisational goals; able to motivate both staff and members of the Union; and be able to supervise work and delegate effectively, able to plan and prioritise work of administration staff.
7. Problem solving. Demonstrate capability of analytical thinking; able to evaluate and assess information and draw logical conclusions. Demonstrate an understanding of contracts and their application and have some understanding of relevant legislation.
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; be able to influence and persuade others and to build alliances and partnerships.
9. Commitment to member care. Commitment to increasing membership through high quality organising and service provision; demonstrate firm understanding of member care and issues relating to membership recruitment and retention.
10. Conflict Resolution. Demonstrate an understanding of conflict resolution, conflict resolution methods and processes and have experience of successful conflict resolution.