**UNISON**

**GENERAL SECRETARY’S OFFICE ADMINISTRATIVE ASSISTANT**

**REF: GS/10**

**JOB DESCRIPTION**

Grade: Grade 7

Hours: 35 hours per week

Location: Unison Centre, 130 Euston Road, NW1 2AY

Reports To: Head of the General Secretary’s Office

Accountable To: Head of the General Secretary’s Office

**Overall Summary**

The role of this post is to assist the Head of the General Secretary’s Office to co-ordinate and support work relating to the duties of the General Secretary and Assistant General Secretaries.

The post holder will, as part of a team, have responsibility for the administrative management of all procedures and processes affecting the management of the union as they relate to the most senior officials of the union and the effective implementation of UNISON’s objectives and priorities.

The post holder will be required, as part of a team, to work closely with all internal functions of the union; such as the union’s National Executive Council, senior management, all national departments and regions. The role will involve close working contact with government bodies, MPs and the media, as well as European network co-ordination at national and international level. There will be a requirement for the post holder to establish and maintain comprehensive information systems.

**Key Tasks and Responsibilities**

* Administrative management of processes and procedures relating to the General Secretary’s Office.
* Establishing and maintaining comprehensive information systems to plan record and track documentation/procedures as well as data in various formats.
* Forward planning/management and maintenance of the General Secretary’s and Assistant General Secretaries calendars and related data base management.
* Co-ordination of meetings, interviews and lobbying availability for the General Secretary and Assistant General Secreaties,
* Liaison with every internal function on issues relating to UNISON’s aims and objectives and the smooth running of the office.
* Liaison with government bodies, MPs, and the media, as well as national, European and international organisations as they relate to the processes and procedures of the General Secretariat.
* Dealing with member related issues and correspondence with referral to the appropriate regional or national department e.g., Employment Tribunal, legal representation and complaints.
* Assisting in the management of budgets, financial control and payment of invoices in accordance with financial standing orders.
* Exchange of information and day to day liaison with all departments across the union structure.
* Use of purchasing card, dcal system for the purchase of low value/low risk items.
* Liaison with the finance department to obtain foreign currency and raise cheques for payment to external suppliers.
* Use of PSe system to log staff leave and sickness absence.
* Undertake any other duties relevant to the key tasks and responsibilities identified above.

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**PERSON SPECIFICATION**

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race, marital status, gender, sexuality, disablement or age. This Person Specification is designed to help members of interviewing panels judge the qualities of interviewees in a systematic and consistent way and in accordance with UNISON’s equal opportunity policy. It is given to all job applicants for information.

**Assessment code**

**A – Application form**

**PI – Panel Interview**

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| **Heading** | **Selection criteria** | **Assessment** |
| 1. Knowledge | * Knowledge of the software packages used by UNISON, i.e., Excel, Powerpoint, Outlook 2007, Word 2007 * Ability to grasp UNISON’s new working software, nearpoint and sharepoint * Knowledge and experience of operating information and communication technology * Ability to co-ordinate and implement administrative systems and services. * Ability to ensure value for money and the effective use of resources * Awareness of UNISON’s aims and values * Ability to establish and maintain comprehensive information systems * Ability to create, record and track documentation | A & Pl |
| 1. Thinking Skills | * Ability to plan and maintain calendars and related data. * Ability to plan and co-ordinate the availability of General Secretariat members for meetings, interviews and lobbying. * Ability to provide information on member related issues and referral if necessary * Ability to draft and distribute correspondence and data as necessary | A & Pl |
| 1. Interpersonal and Communication Skills | * Ability to communicate effectively (verbally and in writing) with a broad spectrum of union contacts, whether member, media or political * Ability to manage and prioritise work under defined standards and timetables * Ability to evaluate and contribute to the improvement of the organisation’s performance * Ability to liaise day to day and exchange information with all departments across the union structure * Ability to represent the union to external organisations, including suppliers | A & Pl |
| 1. Initiative and Independence | * Ability to deputise for senior colleagues as and if required * Ability to recognise and refer member related problems to the appropriate respondent * Ability to carry out recurrent office procedures unsupervised * Ability to recognise conflicting priorities and reassess workload | A & Pl |
| 1. Material, Financial, Information & Resources | * Ability to manage and control payment of invoices * Ability to check the use of purchasing cards and maintain a monitoring system in accordance with UNISON’s financial standing orders * Ability to maintain confidential case files * Ability to maintain the monitoring and checking of financial expenditure * Ability to maintain databases and filing systems * Ability to maintain petty cash system * Ability to process PSe system to log staff leave and sickness absence. | A & Pl |
| 1. Physical Effort *(With DDA modification where necessary)* | * Keyboard skills | A & Pl |
| 1. Mental Effort | * Ability to draft documents and agendas * Ability to re-evaluate and reassign priorities | A & Pl |
| 1. Emotional Effort | * Ability to deal efficiently and courteously with people who have been disenfranchised |  |
| 1. General | * Ability to work within the objectives and rules of UNISON * Ability to undertake other duties relevant to the role, tasks and responsibilities as outlined above | A & Pl |

**Other Information**

Please submit **three** copies of your completed application form.

Completed application forms must be received by Human Resources Department, UNISON Centre, 130 Euston Road, London NW1 2AY quoting **ref:** **GS/10** by no later than **12pm on Wednesday 4 December 2019**.

Interviews dates to be confirmed.