

# VACANCY ANNOUNCEMENT



## JOB INFORMATION

<b>Location:</b> National Office, London	<b>Position:</b> National Officer
<b>Contract:</b> Unspecified, Permanent	<b>Deadline to apply:</b> 1:00pm Friday 6 <sup>th</sup> March 2020
<b>Salary:</b> Grade 9A Starting salary: £58,179 + LW	<b>Job Reference Number:</b> NAT_25

## JOB DESCRIPTION

GMB are currently seeking to fill a vacancy for a GMB National Officer working in the Manufacturing Section; however, the successful candidate must be willing and capable of working in any of the GMB industrial sections, if required.

An exciting opportunity has arisen to be part of a dynamic and progressive team helping to deliver and develop key industrial strategy. Key responsibilities for the role will include securing national agreements, leading and developing campaigns, and providing expert representation at national level to the section's 118,000-strong membership.

You'll need to possess excellent leadership and interpersonal skills, strong influencing and organising ability, together with a proven track record of negotiation and representation.

A job description is attached for your information and if you feel you meet the requirements outlined in the person specification, we'd like to hear from you.

Whilst this role is being advertised as a national office based role, home-based working will be considered upon request.

Assessment Centre and Interview dates will be confirmed in due course.

## TO APPLY

If you'd like to request an application form please contact the HR Department:

**Contact:** Kerry Smith, HR Advisor      **Email:** [HRDept@gmb.org.uk](mailto:HRDept@gmb.org.uk)  
**Address:** Mary Turner House, 22 Stephenson Way, Euston, London, NW1 2HD

**GMB IS AN EQUAL OPPORTUNITIES EMPLOYER**

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>NATIONAL OFFICER</b>
<b>ACCOUNTABLE TO:</b>	<b>NATIONAL SECRETARY</b>
<b>GRADE:</b>	<b>9 (£58,179 to £65,877)</b>
<b>HOURS OF WORK:</b>	<b>UNSPECIFIED</b>
<b>PLACE OF WORK:</b>	<b>NATIONAL OFFICE</b>

### MAIN RESPONSIBILITIES

- 1. Lead and provide expert representation nationally on all industrial negotiations and membership campaigns relevant to the membership and sectors. Inform, consult, and achieve general consensus amongst memberships on issues and campaigns relevant to the memberships, workplaces and sectors.**
- 2. Implement, secure and maintain national agreements through the development of robust organised union infrastructures to support the process. Lead the implementation of robust communication systems within GMB workplaces, employers, sectors and regions.**
- 3. Set the overall industrial sectors' organising objectives through the democratic processes within the sector. Organise, promote, build and strengthen the GMB in the relevant sectors. Organise and develop training opportunities to address any shortfall in knowledge, experience and skills amongst organisers and full time organisers within the sector.**
- 4. Build, implement and execute appropriate GMB policy within the relevant sectors**

### SPECIFIC TASKS AND DUTIES

**Lead and provide expert representation nationally on all industrial negotiations and membership campaigns relevant to the membership and sectors. Inform, consult and achieve general consensus amongst membership on issues and**

## **campaigns relevant to the memberships, workplaces and sectors:**

- 1 Provide national leadership, specialist knowledge and representation nationally on all industrial negotiations and membership campaigns for members, organisers and sectors. Lead negotiations and be exclusively responsible for securing improvements to existing and new national agreements including members' terms and conditions without supervision.
- 2 Provide accountable decision making in negotiations by building strong engagement with members, workplace organisers, sectional organisers, full time organisers, committees and sectors.
- 3 Implement robust communication strategies to members, officers and activists and provide representation to determine policies and priorities. Where necessary agree outcomes through ballots and representative bodies.
- 4 Initiate appropriate advice and representation on all dispute resolutions and where necessary, carry out national industrial action ballots to comply with UK legislation and lead industrial action campaigns at national level
- 5 Procure bargaining support from Section staff, specialist National Office staff and other GMB Officers including allocating workloads.
- 6 Ensure GMB agreements comply with relevant UK and European law, are equalities-compliant and meet GMB policy requirements.
- 7 Ensure effective GMB representation by recognising different trade union bargaining arrangements to minimise inter-union conflict.

## **Implement, secure and maintain national agreements through the development of robust organised union infrastructures to support the process. Lead the implementation of robust communication systems within GMB workplaces, employers, sectors and regions:**

- 1 Lead and develop effective working arrangements with employers to support the delivery of effective workplace organisation and tangible outcomes for members' terms and conditions.
- 2 Develop and maintain teams of officers and lay representatives.
- 3 Develop, maintain and manage relationships with other TUs, the TUC, employers, employer organisations, UK and European governments and European and International TU organisations including the Labour Party.

Improve the interests of the GMB and members through these relationships.

- 4 Initiate and organise industrial conferences as approved. Assist and participate in GMB Congress and Section Conferences as well as TUC and Labour Party Conferences.
- 5 Undertake such other duties or special projects as directed by the CEC, Congress, General Secretary or National Secretary on organising, political and industrial matters.
- 6 Solve problems, anticipate risks and plan to minimise potential risks to national agreements.
- 7 Integrate communication systems across the membership by strengthening engagement and interaction with members, workplace organisers, sectional and full time organisers. Respond to the needs of GMB membership where employers operate work 24 hours a day 7 days a week.

**Set the overall industrial sectors' organising objectives through the democratic processes within the sector. Organise, promote, build and strengthen the GMB in the relevant sectors. Organise and develop training opportunities to address and shortfall in knowledge, experience and skills amongst workplace organisers and full time organisers within the sector:**

- 1 Research, develop and initiate strategies on organising, recruitment, retention and self-sustainability. Implement such strategies working with other senior GMB colleagues.
- 2 Raise the GMB's profile including use of all media. Market, promote and deliver GMB policies within relevant sectors to a wide ranging audience both internally and externally.
- 3 Use IT systems and other communication systems to access and disseminate complex information. Manage high volumes of communications traffic.
- 4 Provide reports and briefings on membership, organisation, policy and negotiations for members, representatives and officers of all ranks including fulfilling obligations to Congress, CEC, General Secretary, National Secretaries and committees.

**Build, implement and execute appropriate GMB policy within the relevant**

## **Sectors**

- 1 Provide appropriate advice and guidance to officers and representatives in the formulation of industrial union policy.
- 2 Promote and deliver GMB policies to a diverse range of audience in the relevant sectors.
- 3 Initiate and build support by lobbying appropriate bodies externally to advance union policies.

## **PERSON SPECIFICATION**

### **QUALIFICATIONS**

Degree or equivalent level of experience and achievement.

### **SKILLS**

- 1 Expert and effective negotiating and representation skills.
- 2 Expert and effective organising and leadership skills
- 3 Expert influencing skills.
- 4 Good decision-making skills under pressure.
- 5 Good all-round communication skills and effective use of media
- 6 Capable of effective operation at ministerial or company CEO level.
- 7 Self-driven and confident.
- 8 Able to manage own work unsupervised.

### **KNOWLEDGE**

- 1 Strong knowledge of industrial relations.
- 2 Strong knowledge of employment law and equal pay law.
- 3 Good knowledge of trade union and national employer structures.
- 4 Good knowledge of pension schemes.
- 5 Good knowledge of company/public sector finance.