

VACANCY ANNOUNCEMENT



JOB INFORMATION

Location:	National Office, London	Position:	Research & Policy Officer
Contract:	Unspecified hours, Permanent	Deadline to apply:	1:00pm Friday 13 th March 2020
Salary:	Grade 7 starting salary: £45,711 p.a. inclusive of London Weighting	Job Reference Number:	NAT_22

JOB DESCRIPTION

National Office is seeking to appoint to an exciting and challenging role of Research & Policy Officer.

The job will involve playing an important supporting role in the representational work of the union and will involve the post-holder taking primary responsibility for major policy areas within the sections, reporting to the three National Secretaries.

The successful post-holder will be required to provide high quality information, advice, briefings and consultation documents, implement and develop new policy where directed and raise GMB's profile & influence with employers, other trade unions, civil servants and ministers.

Suitable candidates will preferably possess a degree or a comparable mix of experience and education; have excellent interpersonal and analytical skills, as well as excellent IT and internet research skills.

The hours of work for this post are designated as 'unspecified', and there will therefore be a requirement for the successful candidate to work unsocial hours, which will include weekend work, when required by the role.

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

Address: Mary Turner House, 22 Stephenson Way, Euston, London, NW1 2HD

GMB IS AN EQUAL OPPORTUNITIES EMPLOYER

JOB DESCRIPTION

JOB TITLE	RESEARCH AND POLICY OFFICER – SECTIONS
ACCOUNTABLE TO:	NATIONAL SECRETARY
PLACE OF WORK:	NATIONAL OFFICE
GRADE:	7
HOURS:	UNSPECIFIED

MAIN RESPONSIBILITY

- This is a senior post; the post-holder will, under the agreement and direction of the National Secretary, play an important supporting role in the recognition, recruitment and representational work of the union.
- The post-holder will be involved in all aspects of the Sections' work, with particular emphasis on employment and policy related subjects which may be either Section specific and/or of importance to the GMB as a whole.
- The post-holder will also have primary responsibility for supporting Section National Officers and/or major policy areas and taking part in work co-ordinated by other colleagues, but is nevertheless required to exercise a high degree of personal responsibility in all areas of work by representing the union at a senior level with employers and senior officials of government and the civil service.

The post-holder will:

- Provide high quality information, advice, briefings and consultation responses
- Provide support in bargaining, representation and negotiation
- Provide support for recruitment, retention and recognition initiatives
- Implement GMB Congress and CEC policy and develop new policy
- Raise GMB's profile & influence with employers, other trade unions, civil

servants and ministers

- **Arrange and attend courses in line with existing campaigns, which will involve committing the GMB to expenditure**

SPECIFIC TASKS AND DUTIES

- Researching and providing evidence, supporting and advising GMB National Officers in industrial, sector and policy matters and deputising for National Officers at external meetings
- Planning and organising Section National Committee meetings and end-to-end management of Section Conferences.
- Representing GMB on joint working parties with e.g. employers, industry regulators & commissions, senior civil servants, consultants and other trade unions.
- Representing GMB when attending meetings in own capacity.
- Advising GMB National Officers involved in pay & conditions negotiations and where required participate in such negotiations. Researching and providing evidence and accompanying or deputising for National Officers by attending external meetings, hearings, inquiries, etc.
- Policy development and dissemination activities e.g. provision of briefings and bulletins (& including training and advice) on behalf of GMB to Officers, activists and members, MPs & submitting responses to government and other consultations.
- Provision of research and intelligence on companies/sectors targeted for recruitment; drafting recruitment and bargaining materials etc. and supporting CEC/Section recognition, recruitment and organising initiatives.
- Survey preparation, analysis and report writing.
- Support activities, including preparation of speeches for the CEC and National Officers and political briefings for GMB, TUC, Labour Party and other conferences and the Labour Party National Policy Forum.
- Establishing and maintaining good working relationships with employers' representatives, senior civil servants, MPs and establishing and maintaining networks with the TUC and other trade union staff and officials (including where appropriate specialist media).
- Handling general industrial, sector, policy, recruitment and organisation enquiries.

- Provision of information on the setting up and support of European Works Councils for GMB Officers and representatives.
- Working with or and representing the GMB working groups of the ETUC and other European trade union federations.
- Working away from the office with occasional overnight stays.

ADDITIONAL DUTIES

- Providing policy advice and support in advance of and during GMB Congress and TUC Congress.
- Drafting press releases and campaign material, and conducting research for the same.

PERSON SPECIFICATION

QUALIFICATIONS

- A degree or a comparable mix of experience and education.

KNOWLEDGE AND SKILLS REQUIRED

Skills

- The ability to work independently, flexibly, and on own initiative under the direction of the National Secretaries
- Co-ordinate and co-operate with colleagues in team activities on policy advice and preparation for speeches for GMB, TUC and Labour Party Conferences.
- Ability to write high quality responses to consultations on behalf of GMB.
- Excellent report writing skills.
- Strong communication, interpersonal and networking skills plus good powers of perseverance and persistence.
- Ability to represent the GMB at a variety of forums including national meetings with employers and external hearings such as Select Committees, Enquiries and other hearings.
- The ability to understand and interpret complex material and produce clear and precise written information and oral briefings for officers, activists, members and potential recruits this may include the preparation of briefing

bulletins for officers and lay reps, drafting recruitment materials, arguments in support of a claim, draft reports, speeches, etc.

- The ability to show initiative, perform consistently well under pressure, work flexibly, and meet tight deadlines - in short to perform reliably and to a high standard.
- The ability to effectively organise own time, undertake projects alongside day-to-day requests for assistance and generally balance competing priorities while maintaining a high level of acceptable performance.
- A readiness to develop and provide specialist advice in industrial areas.
- An interest in public policy and trade unions, with knowledge of the TUC and trade union structures.
- The ability to work in co-operation with employers and their HRM/Personnel Departments.
- Teamworking skills to work effectively within the section, across National Office departments and GMB Regions and with external organisations.
- Understanding of sources of relevant information covering all aspects of industrial relations and collective bargaining.
- The ability to analyse statistics and produce tables and graphs.
- High level of analytical and problem-solving skills.
- Excellent IT skills: an ability to use and analyse material accessed through databases and other online or Web based information systems.
- Identify own training needs

Knowledge

- Maintaining expert working knowledge of HR issues, industrial relations policy and key employment law developments.
- Maintaining expert working knowledge of political developments (including ministerial teams) affecting GMB members, including pay, policy and generally other policy areas.
- In-depth knowledge of issues affecting designated industrial and policy areas including implications of both UK and European legislation.
- Excellent knowledge of TUC and trade union structures.
- In-depth knowledge of company structures, company reports and accounts.
- Excellent awareness of GMB organisation and its functions and procedures.

- A sound working knowledge of the structure and workings of National, Regional, local and European governments.
- In-depth knowledge and usage of online computer systems, databases and the internet (for research purposes) and applications such as PowerPoint, etc.
- In-depth knowledge of changing organisational structures in the public sector and/or private sectors (as appropriate) and the implications for section members.