



BRANCH CASEWORKER

Job Description

Post Title: Branch Caseworker	UNISON Essex
Reporting Line: Line Management will be provided by the Branch Secretary or designated officer.	Salary: £26837

Purpose of Post:

Under the supervision of the elected Branch members to manage an active caseload of member work based issues (to include but not limited to grievances, disciplinary meetings, absence management, bullying and harassment).

Key duties and responsibilities

To provide information, advice and guidance including support and representation to members of the Branch (from all sectors of the Branch membership).

- To respond to all initial enquiries from members of the Branch (by telephone, email, in person) to provide the necessary advice, guidance and support relating to employment as deemed necessary for the enquiry.
- To undertake a case load of member work issues, including coordinating further advice and organising or providing representation as required.
- To attend and support members in meetings with their employer. These meetings may be across Essex and occasionally in London and neighbouring counties. Accordingly the possession of a full UK driving licence is essential.
- Attending consultative and negotiating meetings with employers to represent the best interests UNISON members.

- Assisting with consultations / ballots of members as required.
- Maintain accurate records for all casework undertaken.
- Attend and contribute to any meeting necessary to support the Branch and its members.
- Preparing reports on your work to Branch Committee.
- Supporting the Branch Office Manager in organising the compilation, production and distribution of circulars, newsletters and other forms of communication to activists and members
- Support to Workplace Representatives including advice on Casework and assisting new reps with Casework to further their development.
- To liaise with UNISON Eastern and UNISON Centre as required.

Responsibilities for information resources

- To maintain and update your records and databases where necessary.
- Completing all necessary and required paperwork relating to Casework.
- To manage relevant information for the Branch Committee.

Other responsibilities

- To liaise and work collaboratively with Officers and Committee members of the Branch.
- To promote equality and diversity in all aspects of UNISON's work.
- To identify any personal training needs and report these to the Branch Secretary.
- To undertake such other duties as the Branch Secretary and Branch Officers may reasonably require.