

UNISON
REGIONAL MANAGEMENT TEAM EXECUTIVE ASSISTANT
REF: R4/46

JOB DESCRIPTION

Grade: Grade 7

Hours: 35 hours per week

Location: Newcastle

Reports To: Head of Corporate Services

Accountable To: Regional Secretary

Overall Summary

The role of this post is to assist the Head of Corporate Services to co-ordinate and support work relating to the duties of the Regional Secretary and Regional Managers.

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 region 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 structures of the union; such as the Regional Council Lay Officers and Senior Managers. The role will involve close working contact with regional government bodies, MPs and councilors. There will be a requirement for the post holder to establish and maintain comprehensive information systems.

Key Tasks and Responsibilities

- Provide comprehensive secretarial and administrative management of processes and procedures relating to the Regional Secretary's Office and Regional Management Team.
- 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 Regional Secretary's and Regional Managers' calendars and related data base management

- Co-ordination of meetings, interviews and lobbying availability for the Regional Secretary and Regional Managers
- Provide committee and administrative support for a number of meetings. Including the Regional Management Team - booking and arranging venues, preparation of agendas and meeting papers and minute taking
- Coordinating and following up actions and work of the Regional Management Team
- Liaison with every internal function on issues relating to UNISON's aims and objectives and the smooth running of the office
- Liaison with regional government bodies, MPs, and councilors as they relate to the processes and procedures of the Regional Management Team
- 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
- Coordinating staff leave and sickness absence among Regional Management Team
- 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

Heading	Selection criteria	Assessment
1. Knowledge	• Knowledge of the software packages used by UNISON, i.e., Excel, Powerpoint, Outlook Word, Microsoft365 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 and empathy of trade union and UNISON's aims, values and objectives • Ability to establish and maintain comprehensive information systems • Ability to create, record and track documentation	A & PI
2. Thinking Skills	• Ability to plan and maintain calendars and related data. • Ability to plan and co-ordinate the availability of Regional Secretary 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 & PI
3. 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 & PI
4. 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 & PI
5. 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	A & PI

	• Ability to process systems to log staff leave and sickness absence.	
6. Physical Effort (with reasonable adjustments where required)	• Keyboard skills	A & PI
7. Mental Effort	• Ability to draft documents, formal letters and agendas • Ability to re-evaluate and reassign priorities	A & PI
8. Emotional Effort	• Ability to deal efficiently and courteously with people who have been disenfranchised	
9. 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 & PI