

Job Description

Job Title:	Regional Official
Service Area/Team:	
Grade:	L08
Working Hours:	21
Responsible to: (person)	Regional Organiser
Responsible for: (person/people)	None
Location :	Regional Centre

This job description is a guide to the work you will be required to undertake. It may be reviewed from time to time to meet changing circumstances.

NASUWT

All post holders must undertake their responsibilities in such a way as to:

- Promote and support the NASUWT's organising agenda;
- Recruit and retain members of the NASUWT;
- Promote the NASUWT and its policies;
- Promote equality of opportunity for all.

Key Accountabilities:

To provide advice and representation to NASUWT members and elected representatives on employment law and professional teaching standards in the UK, Channel islands and devolved nations.

This includes representing members in TRA hearings and other professional regulatory bodies as well as supporting members in employment tribunal processes up to the level of preliminary hearings.

The role will require you to work outside of normal office hours on a regular basis and will involve extensive travel across the region/nation.

Core Responsibilities:

- Advising and representing members on a wide range of employment law, sector-specific terms and conditions, workplace situations and regulation issues.

This involves:

Interviewing members to establish key facts;
Cross-examination of witnesses within proceedings;
Undertaking appropriate and necessary research;
Preparing witness statements;
Presenting a case in both written and oral form;
Collation, completion and submitting Employment Tribunal Claims, including establishing the value of potential employment tribunal claims with the assistance of the legal and casework team;
Preparing all relevant paperwork prior to regulatory body hearings and employment tribunal hearings;
Agreeing hearing bundles;
Representing members in internal employment hearings, professional regulatory body hearings and up to the level of preliminary hearings in Employment Tribunal processes.

- Managing multiple cases simultaneously. The RO must prioritise, particularly in busy periods, to meet all deadlines. There is a need to be responsive to members, managing their expectations appropriately.
- *Supporting*, potentially over a long period of time, distressed members facing sometimes life-changing employment, health and personal challenges. (sometimes with various needs and disabilities)
- supporting lay caseworkers in the Local Associations in their casework functions and advice to members, advising on legal and employment issues, as well as case management procedures and strategies
- Negotiating positive resolutions to issues for members. This can be in the form of settlement agreements for individuals or, with the support of the Regional Organiser, collective agreements for groups of members. It can also involve *liaising* with other professionals involved in member cases such as the LADO, police and ACAS conciliators.
- Being able to keep succinct and accurate records by updating CSM systems. Ensuring accurate and up to date membership records by updating member details in light of casework developments and discussions.'
- Preparing resources and delivering training sessions and briefings in all areas of employment law, professional regulation and development for members.
- Monitoring employment law changes and professional regulations developments and attending training on updates.
- Being able to work as part of a team, working with other colleagues and sharing

best practice.

- Supporting and identifying organising activities, working with the Regional Organiser, Organisers and members.
- To undertake other reasonable duties requested by the General Secretary and Regional Organiser.

Organisational Accountabilities:

Equality, Diversity & Inclusion

Post holders should:

- Carry out their duties in line with the NASUWT's policies on Equality, Diversity and Inclusion, and Dignity at Work, promoting a positive approach to a harmonious working environment.
- Challenge inappropriate behaviour and language constructively.
- Identify training needs for themselves and any employees they are responsible for (if appropriate), in line with the Equality Act 2010.

Information security and governance

- The post holder should manage information in line with the NASUWT's policies, procedures and guidance on Data Protection, GDPR, Freedom of Information, confidentiality, information security and sharing to ensure compliant, efficient and effective information governance.

Health and Safety

- The post holder must carry out their responsibilities with due regard to the NASUWT's policies and procedures for Health and Safety at Work.

NASUWT Policies and Procedures

- The post holder should maintain awareness of all NASUWT policies and procedures and should report any concerns relating to non-compliance with our policies and procedures

Contacts:	
Special Conditions:	

Version Control	V1 15th August 2024
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