

Person Specification

Job Title:	Regional Official
Service Area/Team:	
Grade:	

The person specification outlines the main attributes needed to adequately perform the post specified.

	Essential	How identified
Qualifications		
Level 6 or above qualification (level 10 in Scotland) or equivalent.	Desirable	Appropriate qualification to be verified at interview or from records.
Hold a UK driving license	Y	
Experience		
Having a good knowledge and a record of advising individuals on employment law, employers’ policies, procedures and employment practices.	Y	Past employment activity record. Performance in related selection methods.
Being an advocate for individuals and groups.	Y	
A track record as a negotiator.	Y	
Demonstrate an understanding of the trade union organising agenda.	Desirable	
Researching using data and complex information to inform judgments.	Y	
Using a CSM system and keeping accurate records.	Y	
An understanding of the UK employment tribunal system	Y	
Working in or good knowledge of the education sector and teacher terms and conditions	Y	

Delivering training and briefings	Desirable	
Interviewing people to unlock sensitive information, understand complex information and present it in a format required by the formal employment forums and regulatory bodies;	Y	
Training		
Courses updating Employment law knowledge.	D	Past training history from application form. Selection process by demonstration of ability to display knowledge and skills at the interview.
Circumstances (Personal)		
Able to travel	Y	Ensure candidates are aware of these requirements from the job description and at interview.
Work flexibly and to deadlines	Y	
Practical and Intellectual Skills		
IT literate , able to demonstrate use of Microsoft office and spreadsheets	Y	Performance in related selection process.
A skilled communicator, influencer and negotiator in writing and verbally	Y	
Politically astute with well-developed social and emotional intelligence;	Y	
Emotionally resilient, high levels of self-awareness and intelligent, able to deal with individuals in distress and advise on sensitive situations.	Y	
	Y	

Ability to be objective and an advocate for members regardless of the situation.	Y	
Adaptable and flexible with the ability to prioritise and manage multiple demands at the same time	Y	
Possess active listening skills	Y	
Be non judgemental and an anti discrimination practitioner		