

Employment Relations Officer (England & Wales)

Reports to: Deputy General Secretary
Location: England & Wales (national travel required)
Department: Employment Relations

About the Role

The Employment Relations Officer plays a key role in advancing the College's employment relations, organising and representation agenda across England and Wales. Working in partnership with members, workplace representatives, employers and key stakeholders, the postholder will provide expert employment relations support, drive membership engagement and growth, and lead initiatives that strengthen the College's influence across the health and care sector. The role combines strategic planning, case management, collective bargaining, organising, advocacy and representative development to ensure members receive high-quality support while promoting positive workplace outcomes and professional standards.

Key Responsibilities

Employment Relations Development

- Work under the direction of Deputy General Secretary on the delivery and continuous development of the College's employment relations strategy across England and Wales.
- Provide expert advice and guidance to workplace representatives, members and colleagues on employment relations matters.
- Identify emerging workplace trends, risks and opportunities to inform campaigns and policy development.
- Have an understanding of the Regulatory framework under which Podiatrists work and be able to give advice to members on their duties and responsibilities

Organising and Membership Growth

- Develop and implement organising strategies that strengthen workplace representation and increase member engagement.
- Support recruitment, retention and development of workplace representatives and activists.
- Promote the College at universities, conferences and professional events.

Collective Bargaining and Representation

- Support workplace representatives in collective bargaining, consultation and negotiation activity.
- Represent the College and its members in discussions with employers and partnership forums.
- Advocate for improved pay, terms and conditions of employment.

Casework and Member Support

- Manage individual and collective employment relations cases.
- Coordinate Employment Tribunal cases and ensure compliance with legal requirements and deadlines.
- Liaise with legal advisers and monitor case progression.

Learning and Development

- Design, deliver and evaluate training programmes for workplace representatives and activists.
- Build capability through coaching, mentoring and development opportunities.

Partnership and Stakeholder Engagement

- Develop effective partnerships with trade unions, employers and stakeholder organisations.
- Champion equality, diversity and inclusion initiatives.

Governance and Operational Effectiveness

- Contribute to committees, working groups and organisational projects.
- Maintain a strong working knowledge of employment legislation, ACAS guidance and NHS frameworks.
- Work collaboratively across departments and manage resources responsibly.

Person Specification

Essential Knowledge and Experience

- Significant experience in employment relations, trade union organising or employee relations.
- Sound knowledge of UK employment legislation and trade union law.
- Experience of collective bargaining, negotiation and workplace representation.
- Experience delivering strategic projects, campaigns or organising initiatives.
- Knowledge of ACAS Codes of Practice and employment relations procedures.
- Degree-level education or equivalent professional experience.

Desirable

- Experience within the NHS, healthcare sector or wider public services.
- Knowledge of Agenda for Change terms and conditions.
- Experience managing Employment Tribunal cases.
- Experience supervising staff and volunteers.

Skills and Behaviours

- Leadership and influencing skills.
- Excellent communication and relationship-building abilities.
- Strategic thinking and sound judgement.
- Strong planning, prioritisation and budget awareness.
- Commitment to equality, diversity and inclusion.
- Resilience, adaptability and a member-focused approach.

What Success Looks Like

- Increased workplace representative activity and engagement.
- Positive member outcomes and high-quality case management.
- Strong employment relations partnerships and bargaining outcomes.
- Growth in membership and workplace presence.
- Effective delivery of strategic campaigns and organisational priorities.