

**The Chartered Society of Physiotherapy**

**Job Description**

**Job Title:**  Senior Negotiating Officer - East & West (part) Midlands

**Directorate:** Employment Relations Union Services

**Team: Field officers**

**Grade:**  8

**Hours:** 35 hours per week

**Accountable to: Assistant Director**

**Main Purpose of the post:**

**The officer will be responsible for:**

**Providing advice, support and representation to members on individual and collective issues.**

**Organising and supporting the relevant steward and safety representative networks, including the delivery of regional training, implementation of the ERUS organising strategy and CSP recruitment and retention strategy.**

**Strategic policy work in respect of the East & West Midlands Regional Partnership Fora**

**Main duties and responsibilities:**

|  |  |
| --- | --- |
| **1.** | Support and advise NHS stewards and safety representatives in local negotiations, including the development of negotiation and consultative structures. Carry out similar responsibilities including seeking CSP union recognition with non-NHS employers. |
| **2.** | Represent and advocate on behalf of members at disciplinary hearings, grievances and other individual and collective disputes with employers. Advise and support members as necessary at external hearings eg HCPC and employment tribunals. |
| **3.** | Provide general advice and information to members, including on pay, terms and conditions, employment legislation and other employment related matters. |
| **4.** | Participate in collective consultation and negotiations with other trade unions as appropriate, building good working relationships with other trade unions in the regions, |
| **5.** | Advise and support members in defence of services, job security and changes to working practices or conditions of service. Organise, coordinate and advise on local and regional campaigns by members in respect of the above. Liaise with local campaigning and interest groups, other trade unions and the media on such issues. |
| **6.** | Work with ERUS organisers to provide active support and assistance to local representatives in the recruitment and retention of members and pilot local organising initiatives.  Promote, manage and support the steward and safety representative structure in the region in liaison with regional lay representatives. |
| **7.** | Attend steward and safety representatives meetings as required to provide training and assist local representatives with their work.  Prepare and present talks to stewards, safety representatives, students and members and raise awareness of current employment relations issues within these groups. |
| **8.** | Service the Federation of Clinical Scientists (FCS) contract with the CSP, providing representation, advice and training for FCS members and representatives, and assist with the provision of the British Orthoptic Society (BOS) contract as required |
| **9.** | Promote good working relations with key CSP representatives within the region including regional stewards, regional safety representatives, the CSP regional network and regional representatives of Leaders and Managers of Physiotherapy Services (LaMPS). |
| **10.** | Participate in regional TUC activities in order to maintain and raise the profile of the CSP within the wider trade union community. |
| **11.** | Contribute to the development of national policy and strategy on employment, workforce and health and safety issues working with the senior negotiating officer team. |
| **12.** | Contribute to the CSP wide strategy, working with other directorates to support the delivery of priorities locally, regionally and nationally. |
| **13.** | Attend, as required, meetings of the CSP Employment Committee, Annual Representative Conference, national regional steward and safety representative meetings, ERUS and CSP-wide staff meetings.  The duties and responsibilities highlighted in this job description are indicative and may vary over time depending on business need. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and in accordance with the needs of the team. |

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## Person Specification Form

The person specification below outlines the essential and desirable experience, knowledge and skills required for this role. Evidence for behaviours, knowledge and skills will be looked for throughout the selection process.

**E** – Essential requirements are those without which the job could not be done.

**D** – Desirable criteria are those that may enable better or more immediate performance in a job.

|  |  |  |
| --- | --- | --- |
|  | Essential **Desirable**  **(E or D)** | **Assessed by Application/**  **Interview/**  **Test (A/I/T)** |
| **Educational Requirements** |  |  |
| 1. Relevant professional/academic qualification | D | A |
| **Previous Experience** |  |  |
| 1. Significant trade union negotiating and relevant industrial relations experience at a senior level | E | A/I |
| **Skills and Knowledge** |  |  |
| 1. Understands NHS structures, organisation and government policy on health | E | A/I |
| 1. Demonstrates a high level of communication skills, including negotiation and advocacy | E | A/I |
| 1. High level of training and presentational skills | E | A/I |
| 1. Basic skill levels in the following Microsoft Applications: Word, PowerPoint, Outlook | E | A |
| 1. Ability to make judgements and decisions involving complex situations or facts requiring analysis and interpretation | E | A/I |
| 1. Work collaboratively with staff and members across the Society and without close supervision | E | A/I |
| 1. Demonstrates a thorough understanding of and commitment to equality and diversity principles and ability to put them into practice | E | A/I |
| 1. Demonstrate an understanding of members and the particular issues facing combined trade union and professional organisations | E | A/I |
| **Other Requirements** |  |  |
| 1. Takes responsibility for ensuring that data is accurate and up to date, and ensures sensitive and confidential data is managed appropriately. | E | A |
| 1. An awareness of and commitment towards trade union principles | E | A |
| 1. Ability to undertake the travelling and unsocial hours required of the post | E | A |

Recruitment Pack Information

Homeworking at the CSP

Some jobs advertised at the CSP may be described as having the flexibility to be office or home-based.

The guidance below describes the pre-requisites to be considered for employment as a homeworker and what the expectations are to help you decide whether this is something you wish to pursue as part of your application.

The CSP draws a distinction between Registered Homeworkers and those who work from home on a regular or ad hoc basis. Employers are required to protect the Health, Safety and Welfare of homeworkers who are employees.

**CSP Registered Homeworkers (Home-Based)**

The speed and stability of internet connects can vary between different locations in the UK and without access to a good connection it will be very difficult to access the tools provided by the CSP for homeworkers.

To be considered for home based working the following physical, technical and access requirements will be necessary.

* You are permanently resident in an area that has the capability of a minimum 5mb internet connection; ideally in a postcode suitable for installing BT Infinity Broadband (or equivalent service). You can find out more information about this here [insert link to the website].

You have the necessary rights of way through your building for BT to install a line directly into the office location within your home

* You have a dedicated working space that meets the requirements of Health and Safety Legislation including an appropriate number of power points.

The CSP will provide the following if you can meet the above criteria

* Computer, Printer and video conferencing camera
* Telephone with a CSP number
* Desk and Chair (existing furniture may be utilised if they pass a Health and Safety Inspection by CSP Facilities Team)
* Fire Extinguisher
* The installation of additional power points to accommodate equipment where deemed necessary

The following people/groups are likely to need to visit you at your home office location.

1. Facilities Staff for Health and Safety inspections
2. ICT Staff or other approved sub-contractors for installation and maintenance of equipment
3. BT or other approved sub-contractors for installation of internet connections
4. Chubb Security or approved sub-contractors for fire extinguisher maintenance
5. Line manager

Other points to bear in mind as a registered homeworker:

In remuneration terms you will be eligible to receive the homeworkers’ allowance.

When attending CSP offices for events, meetings or other purposes there is no guarantee that a desk will be available for you to sit at – although they are often available.

It will be expected that you will be comfortable with the concept joining meetings and events being held in CSP offices by Video Conferencing.

Because supporting remote workers is more difficult you will need to be comfortable with technology and there is an expectation that all employees are proficient in the use of technology. The connection provided by the CSP is wholly, necessary and exclusively for CSP work purposes as if you were in an office location.

It will be expected that any home and contents insurance provides adequate cover for the fact that the individual works from home and specifically the equipment provided by the CSP. Where an additional cost is incurred for this the CSP will reimburse this providing it is reasonable and agreed in advance.

**Flexible Working**

For certain types of work your line manager may be happy for you to undertake tasks or part of your employment at home either on an ad hoc or routine basis.

For this you must have your own equipment at home and an internet connection that is good enough to enable you to conduct your role efficiently. Under the H&S at Work Act, you have a responsibility for your own safety in addition to the responsibility of your employer and should therefore ensure that your working environment when working at home, meets required standards.

The CSP has certain tools used for remote working, such as Citrix and Outlook Web Access and you will need to familiarise yourself with these services and test them. Because of the wide variety of configurations and equipment support from ICT will be on a best endeavour basis and we cannot guarantee that we will be able to resolve all issues.

You would not receive home working allowance for flexible working.

You must ensure that no CSP data is accessible by other people, including family members.