

ROLE DESCRIPTION



Role title: Regional Secretary

Directorate: Regions, Wales and Legal Strategy

Date: January 2022

Reports to: AGS Regions, Wales and Legal Strategy

The role holder will work collaboratively with the team of regional managers to plan and deliver key elements of the regional development plan

Role purpose (why the job exists and its contribution)

As a member of the Senior Management Team to provide strategic leadership for the region and manage a small number of staff in Northern Ireland, to ensure the union is a formidable force in the region, an inclusive organising union which builds strength in the workplace, promotes issue based bargaining, supports members collectively and as individuals and is supportive of elected officers.

Key responsibilities (the key areas of the role holder's work)

1. To contribute to the work of the senior management team of the Union, providing expert advice to the General Secretary(s) to inform strategic decisions.
2. To appoint, lead, motivate, develop and support the regional team individually and as a team, to work collaboratively and meet or exceed their performance objectives to ensure maximum support to members, branches, districts and executive members.
3. To represent and promote the NEU at a regional level with all stakeholders including the a high level of engagement with the regional media, the regional schools commissioner and ensuring NEU involvement at all levels of the regional TUC.
4. To lead in and oversee delivery of the regional development plan and ensure the team of regional managers work collaboratively with each other and local officers to develop and deliver such a plan.
5. To assess the prospects of success in member requests for legal assistance and decide whether to approve union resources.
6. To ensure the delivery of national campaigns in the region and provide support for local and regional campaigns ensuring they meet the objects of the NEU.
7. To ensure a strong recruitment plan is delivered in the region meeting national priorities.
8. To manage the regional budget, NEU property and facilities in the region.
9. To ensure policy delivery and observance across the region from both paid staff and elected officers.
10. To support and undertake political engagement to further the work of the Union.

11. To oversee and co-ordinate industrial action in the region
12. To act as secretary to the regional council.
13. To liaise regularly with the national executive members in the region.

How the National Education Union works

These principles set out the culture and approach of the NEU.

The role holder:

Models professionalism and integrity and acts in accordance with the NEU values;

Accepts senior management shared responsibility;

Supports the democratic processes;

Leads and manage the region in accordance with good people management practice and NEU policy and procedure;

Demonstrates a fair and consistent approach to people management;

Promotes an organising culture across the union;

Works collaboratively and empowers others;

Is committed to innovation, learning and continuous improvement of working practices, organisational culture and resources;

Adopts a proactive and flexible approach.

Key relationships

These are the main working relationships that the role holder will develop.

Person(s)	Nature
AGS Regions, Wales and Legal Strategy	The role holder is line-managed by the AGS Regions, Wales and Legal Strategy. The role holder is responsible for strategic direction and management of the Regional team and will ensure that the AGS Regions, Wales and Legal Strategy is updated on performance.
Senior Management Team	The role-holder will work collaboratively as part of ,and contribute to, the work of the senior management team of the Union by providing advice directly from members, activists and local officers in the region.
Regional team	The role holder will lead, motivate, support and line manage the members of the multi-disciplinary regional team to ensure the Union is a formidable force in the region. (see structure chart for reports)
Team of Regional Managers	The role holder will ensure the team of regional managers work collaboratively with each other and local officers to plan and deliver key elements of the regional development plan.

National Executive Members	The post holder will need to liaise with National Executive members in a sensitive and diplomatic manner and maintain good working relationships in the region.
Media	The role holder will need to develop and maintain good working relations with the media, to promote and give appropriate prominence to the NEU's message.
Local Officers	The role holder will liaise with local officers and other elected members and must provide a professional impression and manage relations diplomatically, understanding the relationships between elected officers and staff whilst dealing with critical issues around union policy and procedures.
External bodies	The role holder will represent NEU externally as appropriate in the media and will have regular contact with a range of stakeholders including TUC, employers, politicians and other unions as a spokesperson for the union and our policies.
Members	The role holder will be responsible within the region for ensuring that members are provided with a high standard of union support to meet their individual needs. They will be responsible for ensuring that members are engaged with the Union and have opportunities for moving into activism.
Headquarters staff	The role holder will develop and maintain a strong relationship with the AGS Communications and Campaigns, AGS Organising, Learning and Bargaining and the AGS Education, Equality, Research and International and ensure the relevant reports develop and maintain strong relationships with the relevant AGSs

Demonstrable key skills, knowledge and experience

The role holder must be able to demonstrate these capabilities to fulfil the role to a satisfactory standard.

Qualifications

- Strong literacy and numeracy skills;
- Employment Law training or equivalent experience
- Organising Academy qualification or equivalent experience (Desirable);

Resource management & Planning

- Demonstrable ability to work strategically at senior leadership level to prepare, review and deliver organisational and team plans to agreed objectives and priorities within a trade union;
- Significant experience of leading and managing an office with multi-functional teams to achieve agreed objectives, in a trade union;
- Proven people management skills including the ability to actively develop, coach and train direct reports; ;
- Experience of promoting workforce motivation and engagement;
- Effective budget planning, management and reporting skills
- Ability to manage a property and facilities

Thinking challenge

- Familiarity with and commitment to operate and manage within the NEU's culture; political, educational and legal contexts;
- Proven record of working strategically at a senior level with the ability to devise realistic plans that meet objectives and priorities;
- Strong analytical skills, and ability to think innovatively to devise solutions and manage complex issues and/or to respond to new initiatives, including where there may be conflicting interests;
- Sound judgement and strong decision-making skills;
- Proven record of managing with confidence sensitive, difficult and challenging situations;
- An understanding of the key elements of trade union training for reps and local officers and the ability to oversee trade union training in the region;
- An understanding of the key elements of successful campaigning and ability to apply these in practical circumstances;

Communication

- Ability to develop and maintain positive working relationships with external bodies and stakeholders;
- Experience and ability to represent the NEU externally with credibility at a senior level to a range of audiences, and to manage productive relations with the media;
- Excellent public speaking and presentation skills;
- Excellent negotiating and bargaining skills and the ability to apply these for the benefit of members.
- Excellent written skills and the ability to produce high quality and accessible written communications on detailed and complex issues for a range of audiences, and responding to complaints against lay officers and staff.

Operational delivery

- Demonstrable ability to work at a strategic level and to contribute effectively at senior management level;
- The proven ability to present the NEU's policies and objectives to outside bodies;
- Experience of delivering to agreed objectives and priorities, including planning, managing and delivering a complex range of activity to critical deadlines;
- Experience of successful management and delivery of effective individual and collective representation.
- Strong engagement skills and proven ability to work effectively in partnership with local activists;
- Demonstrable knowledge and excellent understanding of trade union structures and branch/district management;
- Ability to respond to complaints against lay officers and staff;

- Proven project management skills and ability to deliver within critical deadlines;
- Proven experience of successfully conducting formal disputes including industrial action;
- An understanding of trade union organising theory and experience of delivering change for members;
- An understanding of the key elements of trade union training for reps and local officers and the ability to oversee trade union training in the region;
- Knowledge and ability to successfully to oversee/manage contracts with external suppliers;
- Strong IT skills including Microsoft Office Suite and any other IT applications necessary for performance of the role;
- Ability to provide management information and reports in a range of formats;

Additional

Work demands

- The ability to work under pressure and to meet critical deadlines;
- The requirement to be part of an out-of-hours keyholder team to deal with emergency issues that may arise (such as break-ins/thefts, flooding etc) and to organise immediate liaison with police, security companies, contractors as necessary;
- The role holder will be required to work evenings and weekends necessary for performance of the role;
- There will be a requirement to attend regular activities, conferences, including annual conference and meetings away from the normal place of work, which will involve stays away from home. These will be local and nationally;

Additional relevant requirements

- A firm commitment to the trade union movement and to the role of education trade unions in particular;
- An understanding of equal opportunities issues in education and a commitment to promote diversity and oppose unfair treatment;
- Current knowledge of relevant legislation and areas of expertise, and ability to maintain up-to-date knowledge of union rules, procedures and principles as necessary for performance of the role. For example, this will include employment and equalities legislation, trade union legislation;
- The requirement to undertake professional development and training as necessary for the performance of the role;
- A full and valid UK driving licence.

This role description will be kept under review and can be adapted to meet the changing needs of the National Education Union, subject to appropriate consultation.