

ROLE DESCRIPTION

Role title: Senior Policy Officer, Race Equality

Department: Education, Equality, Research and International (EERI)

Date: May 2022

Reports to: Head of Education, Equality and Social Justice

Role purpose (why the job exists and its contribution)

As part of the EERI leadership team, to ensure effective management and prioritisation within the Directorate, and devising strategies and programmes of work that will develop and articulate the NEU vision for education, and support the achievement of the NEU's objectives.

To act as the main policy specialist within the NEU on racism and race inequality in relation to pupils, the education system and the curriculum and help ensure that policy work on these areas informs, supports and assists the achievement of the NEU's wider priorities.

To act as the main policy specialist in relation to racism and race inequality in relation to members in the workplace and the policy work of the NEU arising from patterns of inequality in the workplace and in education.

Build and maintain relationships with relevant policymakers, stakeholders and opinion-formers to develop national education policy, lead and influence debate, and create the conditions for change.

To lead, motivate, coach and support team members to work collaboratively and individually to meet their objectives and to co-ordinate work in a way which ensures coherence with the other policy departments and other colleagues across EERI and ensures that the Union is relevant to members.

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

The post to include anti-racism in education; the experiences of black students and the impact of Government policies; English as an additional language and ESOL services; EAL teachers; refugee education, refugee rights and migrant rights; citizenship; community cohesion; the freedoms of expression of religion and belief, data protection relation to pupil information and nationality; the Government's Prevent strategy; anti-Semitism and Islamophobia; and all other areas of race inequality.

1. Work with the AGS and the Head of Policy to develop strategy and work plans, lead, and support colleagues to lead the development of policy (in agreed policy areas) in line with the strategic objectives.

2. Develop policy positions, plan and co-ordinate policy areas and lead policy projects across departments, working collaboratively to ensure that policy on education policy, equalities and social justice are coherent and integrated.
3. To champion and mainstream equality policy and practice across the union, maximising the contribution made by Black members and Black activists to achieving the union's strategic aims and to building the Union.
4. Developing relationships with other relevant national and regional staff to devise strategies and programmes of work to deliver identified national equality and social justice policy work strands.
5. Developing and analysing policy and developing a policy profile in the **specialism** within the post in order to influence policy on a national stage and in workplaces.
6. Managing a team of staff and planning a range of policy or campaign projects to optimise performance and effective management of such projects.
7. Lead, motivate, develop and support the policy officers, individually and as a team, to work collaboratively and meet or exceed their performance objectives.
8. Analysing evidence and information and producing detailed written and oral advice to members and external partners in reports, policy papers and other policy and campaign materials and tools.
9. Representing the NEU at international, national and regional meetings, events and Ministerial meetings including EI and ETUCE equality projects.
10. Responsibility for strategy on influencing Government, working with other NEU departments as necessary, and developing the policy profile of the NEU.
11. Developing and maintaining relationships with key external organisations, NGOs, academics and experts to build partnerships as necessary, draw on external expertise in the policy field and build the profile of the NEU in this policy area.
12. Maintaining relationships with relevant colleagues in other Directorates including employment policy, bargaining, advice, organising, communication and recruitment in order to ensure that strategies support the achievement of NEU priorities in the area.
13. Work with colleagues in organising, advice and casework nationally and in the regions to build capacity among members to empower them to create change in their workplaces and local areas.
14. Leading the policy input required for the TUC Black Workers' conference.
15. Developing policy in relation to patterns of inequality in the workplace and in education for Black workers, and providing the specialist expertise for policy projects in this area.
16. Determining the policy goals and policy principles for the Black Members' Conference in liaison with the organisers who will organise the event.
17. In collaboration with the National Organiser (Equalities) and relevant organisers, to provide policy support to at least one equality NOF to devise strategies and programmes

of work to effectively implement equality organising and policy priorities.

18. Liaise closely with staff in the organising and, bargaining teams to maximise the involvement of black members and other under-represented groups in both developing and promoting union policies, especially but not exclusively around equality issues.
19. Maintained detailed knowledge of specific areas of inequality in education and the ability to work in a way that makes a noticeable contribution to the work of the department.
20. Identifying and understanding the intersection between race, class and gender in order to analyse and assess the implications for members and for team/Directorate priorities and to respond to the fact that the Union's membership is predominantly female.
21. Working with senior colleagues to develop and implement policy and campaigns priorities which have the aim of creating a more equal and progressive education service for teachers and young people.
22. Account manage agreed budgets.

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 management shared responsibility.
- Supports the democratic processes.
- Leads and manages 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 <i>These are the main working relationships that the role holder will develop.</i>	
Person(s)	Nature
Head of Education, Equality and Social Justice	The role holder reports and will be line managed by the Head of Education, Equality and Social Justice.
Education, Equality Research and International Directorate	The role holder will work as part of the management team for the EERI Directorate.
Policy Officers	The role holder will line manage several Policy Officers who will support the delivery of policy work.
Other NEU Directorates	The role holder will work closely with senior colleagues in relevant directorates and in the regions and Wales including on a project basis in multi-disciplinary teams, as required.
Elected members and Lay Officers	The role holder will liaise with national executive members, other relevant elected members and lay officers as necessary in relation to the specific areas of the role holder's work, and must provide a professional influence and manage relations diplomatically, being an ambassador for the NEU.
External bodies	The role holder will represent the NEU externally as appropriate and will have regular contact with a range of stakeholders including TUC the government, and other Union's as a spokesperson for the Union and our policies.

Demonstrable key skills, knowledge and experience <i>The role holder must be able to demonstrate these capabilities to fulfil the role to a satisfactory standard.</i>
<p>Qualifications</p> <ul style="list-style-type: none"> • Highly developed literacy and numeracy skills, commensurate with degree level; <p>Resource management & Planning</p> <ul style="list-style-type: none"> • Experience of successfully leading and managing a team, ideally in an organisation focused on race inequality or social justice; • Effective people management skills including the ability to actively develop, coach and train direct reports; • Ability to promote workforce motivation and engagement within the team; • Ability to deal sensitively with confidential issues; • Proven project management skills;

Thinking challenge

- Significant policy and research experience and understanding on race equality and social justice issues in education
- Proven knowledge of issues of race and class in relation to pupils, members, the education system and the curriculum
- An in-depth understanding of the current educational context in relation to Black students, the curriculum and its assessment, and the biases and structural barriers which exist in relation to access to education, representation in the curriculum and diversity within the teaching profession
- Significant understanding and insight gained from working with Black teachers or campaigns or coalitions led by Black union members or communities to give sufficient credibility and the authority to lead on these issues within the Union and within external coalitions;
- Level of insight and analysis about how to build participation and empowerment of under-represented groups of Union members through policy, research and advocacy, in relation to Black members, and particularly Black women because the NEU membership is predominantly female
- Depth of understanding and knowledge about how Unions can drive good practice forward in terms of addressing discrimination and prejudice in workplaces and the education service
- Experience of working successfully at a strategic level to develop, review and deliver policy projects to agreed objectives and priorities;
- Highly developed understanding of the equality organising, campaigns and policy work of the union;
- Understanding and experience of the concerns of teachers and other staff in relation to racism and race discrimination so that the work in this policy area can be made highly relevant to members in workplaces;
- Knowledge of, and ability to operate within, the NEU's political, educational and legal contexts including the NEU vision of social justice;
- Highly developed analytical skills and ability to understand complex information;
- Ability to exercise judgement and make decisions within agreed parameters;
- Ability to think innovatively to resolve problems and devise new solutions including where there may be conflicting interests.

Communication

- Experience of successfully working in partnership with key stakeholders and ability to build and maintain good, supportive working relationships;

- Ability to produce high quality and accessible written communications on detailed and complex issues for a range of audiences. For example, policy documents, campaign materials, reports and press releases and content for social media and Facebook;
- Excellent influencing skills in order to be able to represent the NEU effectively by relating to people from a wide range of backgrounds, including up to Chief Executive level;
- Strong influencing and negotiating skills including experience of achieving successful outcomes and delivering successful campaigns;
- Excellent public speaking and presentation skills, including in particular the ability to address audiences and to communicate complex messages orally;
- Ability to support the promotion of education policy through the media and social media channels;

Operational delivery

- Experience of working successfully with key stakeholders to develop, disseminate and challenge policy, within the education or equality/social justice policy sector;
- Ability to plan, manage and deliver a range of complex activities and projects within critical deadlines;
- Experience of working collaboratively within organisations but with external partners also;
- Ability to empower and motivate others including successful delegation and team leadership;
- Strong IT skills including Microsoft Office Suite together with any other IT applications necessary for delivery of the role;
- Understanding of the principles of organising in a trade union and of how this may influence the work;
- Ability to deliver research projects to underpin policy development; ability to use a range of research methods; and ability to analyse research evidence across the relevant policy field

Additional

Work demands

- The ability to work under pressure and deliver to critical deadlines;
- The requirement to work evenings, weekends or flexible working arrangements which are necessary for the performance of the role;
- The requirement to travel to attend activities, conferences and meetings away from the normal place of work, and which may involve stays away from home. These could be locally, regionally, nationally and internationally;

Additional relevant requirements

- Is firmly committed to the trade union movement and in particular to the role of education unions;
- Understanding of equal opportunities issues in education and has a commitment to promote diversity and oppose unfair treatment;
- Knowledge and understanding of current legislation, political and economic issues, including those relating to employment rights, trade unions and the public sector; *(desirable)*
- The requirement to undertake professional development and training as necessary for the performance of the role.

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.