
Job Description

Regional Secretary

Preamble

The purpose of this job description is to describe the overall role of the position and the main responsibilities involved. It is not intended to cover every detailed responsibility that is contained in the role, since the Rule Book and the Supplementary Section Rules, already provide and define specific responsibilities, and the procedures that should be followed on a wide range of subjects.

OVERALL ACCOUNTABILITY

The Regional Secretary is ultimately responsible to the Regional Council and the CEC for their performance in carrying out their duties.

Overall Purpose of the Role

To manage the Region in a manner which develops membership and makes efficient use of resources, providing effective leadership to the Region's Officers, Staff and Branches, promoting the union's objectives, contributing to policy development at Regional and National level, ensuring that GMB policies and rules are followed, and enhancing the reputation of the GMB as an effective Trade Union.

1. Management

- a) The first task is to manage the region to achieve membership growth.
- b) To effectively manage the Region's Employees and Branches, and ensure that the Union's Rules, Policies, Procedures and best practice around equality and inclusion are rigorously followed
- c) To promote the union's philosophy and objectives to all officers, staff, members and non-members in an enthusiastic fashion that will generate commitment and foster the growth of membership.
- d) To provide advice and assistance to Officers on union policy rules and agreements, which also includes consulting Senior Officers and Supervisors on duties and responsibilities for Employees.
- e) To play a lead role in embedding, promoting and upholding Equality within the Region and keep updated with developments in Equality and Inclusion priorities.

- f) To be responsible for advertising and managing the interview procedure for all Employee appointments within the Region.
- g) To ensure that an efficient administration function is maintained on all regional matters – including training and development.
- h) Responsible for:
 - (1) Managing industrial and employee relations matters for all Employees.
 - (2) Authorising industrial action ballots.

2. Finance

- a) To be responsible for managing the income and expenditure of the Region and to achieve value for money for GMB members.
- b) Regularly monitor the Region's budget and develop strategies and plans to increase income from sources other than membership income.
- c) To develop and submit a three-year Business Plan.
- d) To control, evaluate and monitor the tenders for services and work commissioned by the Region.
- e) To provide regular reports to the Regional Council on all financial matters.

3. Recruitment and Organisation

Recruitment

- a) To promote policies, which seek to generate growth in membership and, income, by directing and co-ordinating Officers to carry out activities that will develop retention and result in increased membership.

Organisation

- a) To promote partnership working with employers and negotiate where possible constructive agreements that will have mutual benefit and assist in improving the quality of life and opportunities for the membership.
- b) Ensure that sufficient representatives are in place at every workplace to build up the strength of the union.
- c) Ensure that local representatives are trained to represent GMB members and have the skills to be effective in recruiting new members.
- d) Develop good working relationships with Government and Non-Government departments, also with other local and regional agencies.

4. Communications

- a) To ensure that there are effective communication channels within the Region at all levels (up and down and laterally) and that a fully participative, inclusive and democratic approach is followed.

5. Services to Members

- a) Ensure that GMB services to members are well publicised and delivered in a quality and cost-effective manner.
- b) Continuously seek to improve benefits and take responsibility for negotiating any services with the providers.

6. Political Activities

- a) To direct political activities undertaken by the Region in support of the Labour Party and to develop good working relationships with GMB's Councillors, MP's and MEP's.

7. Responsibility to Regional Council and CEC

- a) To undertake any duties as communicated and determined by the CEC.
- b) To organise the business of the Regional Committee and Regional Council.

CANDIDATE SPECIFICATION

1. ESSENTIAL EXPERIENCE

- a. Substantial Union experience is required, and all candidates with the requisite experience will be considered.
- b. Candidates must have in-depth knowledge of the Union, its structure, rules and procedures, and be committed to the philosophy and stated objectives.
- c. A proven recruitment and organisation record.
- d. Extensive experience of embedding, promoting and facilitating the achievement of all aspects of equality and inclusion within the industrial agenda and must possess an extensive knowledge of, and ensure compliance with all relevant equality legislation.

2. PERSONAL QUALITIES

- a. An excellent communicator – both verbally and in writing
- b. A first-class presenter
- c. Strong leadership and management skills
- d. A team player
- e. Good listening and negotiating skills
- f. Has an open and participative style
- g. Able to develop strategies and practical plans
- h. Is patient and tolerant but also determined to achieve their goals
- i. Sensitive to people's attitudes and behaviour

- j. Can take tough decisions when required
- k. A good arbitrator who can be objective
- l. Very good problem-solving ability – especially when dealing with people situations
- m. An enthusiast who takes people with them
- n. Very strong persuasion and influencing skills
- o. Numerate and able to manage money and assets