

## **JOB DESCRIPTION**

<b>Job Title</b>	<b>Head of Research &amp; Policy</b>
<b>Accountable to</b>	<b>Head of Campaigns and Communications</b>
<b>Accountable for</b>	<b>Research &amp; Policy Departmental staff</b>
<b>Grade</b>	<b>9</b>
<b>Place of Work</b>	<b>National Office</b>
<b>Hours of Work</b>	<b>Unspecified</b>

### **MAIN RESPONSIBILITIES**

1. Manage the Research & Policy department and team.
2. Coordinate all major policy areas of work including leading on key policy development, industrial issues or campaign activities with the aim of developing the influence of the union with key stakeholder groups.
3. Develop strategic research & policy plans with the aim of influencing the union's industrial objectives.
4. Work across GMB departments to ensure consistency of approach and quality of output on policy development.
5. Work with the Campaigns and Communications Department to ensure that the union's policy and research agenda consistently and competently contributes to the delivery of key union campaigns and messaging.
6. Build and maintain relationships with key politicians, Labour Party policy staff, civil servants and other policymakers, research bodies and think-tanks to advance the union's aims, and work closely with the national Political Officers to achieve these objectives.
7. Develop and deliver targeted policy strategies for engagement with the GMB membership in order to aid retention and achieve GMB industrial and political

aims.

8. Ensure that GMB staff and activists have access to high-quality bargaining support information, and lead and deliver the programme of digital transformation of bargaining support and related information within GMB.
9. Manage the Research & Policy budget as designated by the Head of Campaigns and Communications and commission research from external providers, while demonstrating compliance with value for money principles.
10. Lead the union's work on international trade and manage the Research and Policy Department's work on international solidarity, and report on this work through the CEC's Political, European and International Committee.
11. Work with colleagues on the Congress Working Party and external bodies to support the General Secretary and other senior officers in delivering a high profile and professional GMB Congress, through targeted and detailed research projects/policy development and deliver key documents and processes in support of the CEC in the conduct of conference business
12. Develop and deliver training for staff and members on specific policy areas and research methodology.
13. Provide policy advice to the General Secretary and Head of Campaigns and Communications on topical and sensitive areas.
14. Undertake other duties or special projects as directed by the CEC, Congress, or General Secretary.

## **SPECIFIC TASK & DUTIES**

The Head of Research & Policy will be responsible for the day to day running of the department.

### **Research**

- To provide strategic leadership for analytical research with the aim of building and maintaining the union's reputation as a market leader for high quality, high impact, insightful and innovative research
- To establish and maintain an analysis based reporting structure that effectively and efficiently delivers highly complex and clinical insights in an understandable and relatable manner
- To oversee the work of the Research & Policy Officers in producing high quality research reports, policy briefings and consultation responses and take the lead

on more complex and high profile research projects

- To lead on moving the union to the forefront of the research community through actively seeking to publish high calibre work in a range of outputs with the aim of extending the union's wider influence
- To lead on staying abreast of relevant external issues and key policy developments that could impact on the work of the union and provide sound briefing to the General Secretary and senior industrial officers in shaping the union's response
- To lead on providing high-quality information and analysis to staff and GMB representatives to aid in the processes of recruitment, retention and bargaining – and on the digital transformation of research services through the development of applications, dashboards, and other digital services.
- To lead on monitoring and analysing relevant external research initiatives, assessing their findings and the implications thereof to identify the potential impact on and opportunities for the union's industrial, campaigning, organising, and policy aims
- To lead on external research activities to identify opportunities for GMB to be involved in relevant research projects and initiatives
- Commission and supervise external consultants and take responsibility for a delegated research commissioning budget, ensuring quality and value for money on research projects

## **Policy**

- To work with the General Secretary in ensuring that GMB policies are developed, monitored and implemented in accordance with the agenda determined by the Central Executive Council and annual Congress.
- To be GMB's policy lead on specific issues with key external stakeholders, working effectively with MPs, other elected representatives, Government Departments, other trade unions (including national and international federations), and other key external partners to advance the engagement and influence of the union in wider policy-making mechanisms
- Work with the National Secretaries and Legal Team to ensure officers have appropriate advice and understanding on the union's current policy positions and legal implications of those positions
- Work with and advise Regions on both specific policy issues and best practice in policy formulation.
- Develop policy strategies across all industries and support senior industrial

officers on issues such as industrial disputes

- Continually assess how policy changes in key external areas can be used to aid recruitment, retention and industrial goals.
- Work closely with the Head of Campaigns and Communications to oversee the production of policy-related printed GMB materials, ensuring they are accessible and look professional
- Work with national officers and Regions to develop and implement targeted policies that support and deliver on campaign aims around union issues and Congress policy.

### **Team Management**

- To coordinate the work of the Research and Policy Department, including managing workflow, setting and managing team objectives, delegating tasks and responsibilities, assigning projects and overseeing the work produced
- Manage the development of the team, including training and development needs.
- Manage the department's performance and output, setting and monitoring work standards and addressing issues or areas of concern

### **GMB Congress**


- with the Congress Working Party and General Secretary to establish Congress themes
- Oversee various Congress duties including co-ordination of agenda formation, motions allocations, stance drafting, CEC Special Reports and Statements production, and liaising with the Standing Orders Committee.
- Deliver on behalf of the CEC key GMB Congress documents and processes, and do the same for external policy conferences as required.
- Support the smooth running of the CEC Political, European and International Committee in collaboration with other political and policy staff members.

### **Additional duties**

- Contribute to the development of and implement policy strategies for TUC and Labour Party annual conferences, which will require attendance at those events
- Report to internal GMB committees and the CEC as and when required
- To work alongside other Heads of Department and Directors in delivering

against the key priorities identified in the union's national strategic plans and directly relating those priorities to the work of the department

## **PERSON SPECIFICATION**

- A thorough understanding and sympathy with the labour movement and its aims.
  - Previous experience within the trade union movement.
  - Strong leadership and communications skills.
  - Ability to make decisions and take responsibility while also delegating tasks to team members as needed.
  - Ability and willingness to make the case for your suggestions while being open to the ideas of others.
  - The confidence to express professional advice to senior colleagues and the General Secretary.
  - Ability and willingness to embrace new technology.
  - Ability to take a project from inception to delivery, using all available research methodologies and pathways and engaging key stakeholders in the process
  - Ability to think and act quickly when responding to current events and announcements.
  - Experience working in research and policy roles is essential.
  - Experience of managing or supervising others is highly desirable.
  - Experience of budgetary management is essential.
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## **QUALIFICATIONS**

- Educated to at least degree level or comparable qualification and work experience
- Proficient in all Microsoft packages, understanding and ability to use complex research databases such as ONS workforce publications essential
- Post graduate qualification in a research based subject area is highly desirable

## **KNOWLEDGE**

- Expert knowledge in key research methodology and policy formation
  - Expert knowledge of who key contacts are in research communities and policy think tanks
  - Expert knowledge in methods of strategic planning Strong knowledge of how to drive action within a membership organisation
  - Strong knowledge of data analysis and current research packages and technology, including the means of developing and sharing research digitally (such as through developing dashboards)
  - A working knowledge of the relevant laws covering policy formation to protect the Union for legal action.
  - Knowledge of and commitment to equalities issues
  - Strong knowledge of trade union movement goals and industrial structures
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