

**JOB DESCRIPTION**

**JOB TITLE:** REGIONAL EDUCATION HEALTH & SAFETY RESEARCH OFFICER

**ACCOUNTABLE TO:** REGIONAL SECRETARY

**PLACE OF WORK:** REGIONAL OFFICE

**GRADE:** 7

**HOURS OF WORK:** UNSPECIFIED

**1. MAIN RESPONSIBILITIES:****Health & Safety**

- Responsible for the Regions Health & Safety Policy, including Risk Assessments, COSHH Assessments and training of employees.
- Dealing with accidents, incidents, and any ongoing safety issues.
- Main contact person dealing with HSE, Environmental Health, Fire department.
- Carrying-out inspections of the workplace and formulating safe working procedures relating to employee's duties.
- Coordinating both Regional and National Health & Safety initiatives throughout the region.
- Manage financial resources related to Health & Safety.

**Education**

- Responsible for organising, creating, and delivering the Regional Education Programme.
- Managing the Rep to Officer Scholarship Programme.
- Regional management of Officer to Level 4 Apprenticeship Programme.
- Organising and dealing with the Regions Lifelong Learning Fund, Branch Learning Funds and Regional Lifelong Learning Committee.
- Manage financial resources related to education.

**Research**

- Explore and secure external funding with a view to enhancing union membership growth.
- Explore working relationships with Providers and Project Coordinators.
- Manage financial resources related to research.

**Required to manage and control a departmental budget reflecting all the duties and responsibilities contained within the department.**

## **2. SPECIFIC TASKS AND DUTIES**

- To organise, develop and deliver training programme for lay activists
- To organise officer and staff training as required
- To ensure effective training records are maintained
- To act as the regional representative at national level or as requested by the Regional Secretary
- To develop working relationships with outside education providers
- To exercise budgetary control and implement cost effective measures of training on behalf of the region
- Supervising sessional tutors and/or evaluating tutors provided through outside agencies
- Reviewing and improving course materials and delivery
- Train the region's Union Learning Reps/Shop Stewards/Health & Safety Reps/Equality/Environmental Reps/Branch Secretary

## **3. ADDITIONAL DUTIES**

- Supervising and mentoring all employees connected within the department
- Provide relevant information for the purpose of regional reports
- Create and introduce organising campaigns based on education, health & safety, and lifelong learning
- Provide advice and support for FTOs, workplace organisers, branches and when required regional secretary
- Coordinating with national office on behalf of the region
- Undertaking media work
- Ensuring regional compliance with governing bodies.

**This list is not exhaustive and other duties may be required under a direct request from the Regional Secretary.**

## **4. Person Specification**

The candidate suited for this post will have:

- Will hold a professional Health & Safety qualification IOSH registered or alternative.
- Will hold a professional management qualification CIMgt or alternative.
- Experience and commitment of the trade union and GMB ethos
- Experience in both course material design and delivery of specific trade union training
- Excellent communication skills
- Excellent planning and organisational skills
- Will be both self motivated and a team player
- Have a previous history of organising and growing the union membership

- Ability to manage people
- Ability to manage budgets
- Provide evidence of any affiliation to relevant professional bodies
- Understand and interpret legislation
- Confidence in public speaking
- Approachable and professional

**This list is not exhaustive and other duties may be required under a direct request from the Regional Secretary.**