GMB

UNION

JOB DESCRIPTION

JOB TITLE	**REGIONAL EDUCATION and HEALTH & SAFETY OFFICER**
ACCOUNTABLE TO	**Regional Head of Industrial (Campaign) Support, Political and Equalities**
GRADE	**7**
PLACE OF WORK	**REGIONAL OFFICE**
HOURS OF WORK	**UNSPECIFIED**

Main Responsibility

The Regional Education and Health & Safety Officer's primary responsibility is to implement GMB policies on Training, Education and Lifelong Learning and Health, Safety and the Environment within the Region, in order to assist the Region to meet its recruitment and organisational objectives. These include:

a) To improve recruitment and organisation and advance the interests of the GMB and its members by managing the provision of a high-quality Regional Education and Health & Safety service.

b) The delivery of Regional training targets as determined variously by GMB Congress, the Central Executive Committee, the Training Committee of the CEC and the Regional Committee.

c) The planning, maintenance and delivery of the Regional training programme for postholders (including Branch Officials, Shop Stewards, Safety Representatives and Union Learning Representatives) in consultation with the Region's Management Team and within the allocated budget.

d) Communications and liaison about training and education, lifelong learning, and health and safety at work with GMB members, postholders, branches, officials, and relevant external bodies.

e) Overseeing the accurate maintenance of computerised systems for recording and retaining postholders details and training records and carrying out course administration.

f) Developing and maintaining a health and safety information database, and ensuring efficient and accurate dissemination of appropriate information to members and officials.

g) Responding to enquiries from members, postholders and Officials on health and safety at work, environmental issues, education/training matters and lifelong learning.

The postholder will be specifically required to:

1. Organise, when appropriate teach on Regional training courses, including:

    - the planning of courses
    - the booking of appropriate tutors and suitable venues
    - the preparation of teaching materials and course programmes
    - maximising the attendance of appropriate postholders
    - authorisation of student's expenses for attending courses
    - ensuring the health, safety and welfare of students when attending courses

2. Identify specific training needs in response to internal and external developments and ensure that suitable training provision is incorporated, as necessary, into the Regional training programme.

3. Provide guidance, information, assistance and advice to the Regional Secretary, full-time officials, postholders and members on developments in training and education, lifelong learning, health and safety at work and environmental matters.

4. Prepare formal written and statistical reports, as required, on Health and Safety and Education and Training activity within the Region.

5. Assist Regional Officials to resolve members' problems over health and safety at work. This may include, as appropriate, visits to and inspection of workplaces, preparation of written reports, conducting research, the provision of advice and information, participation in direct meetings and negotiations with employers, and consultation with GMB workplace representatives.

6. Liaise with and assist the GMB's National Health and Safety Officer in the development and implementation of GMB health and safety and environmental

policies and campaigns. This may include representing the GMB or the TUC on various tripartite Industrial Committees and other bodies.

7. Liaise with the local media, as and when necessary, to maximise the GMB's profile on education and training, lifelong learning and health and safety at work.

8. Establish and maintain contact with training providers, governmental and other bodies and agencies, educational institutions and other relevant organisations involved in the field of education, training and lifelong learning.

9. Provide initial advice to the Regional Secretary, as and when necessary, in relation to his/her managerial responsibility to ensure the health, safety and welfare of staff and officers within The Region.

10. Carry out other duties, on occasion, as specified by the Regional Secretary.