GMB
UNION

Job Description

Job Title	**:**	**Regional Legal Officer**
Grade	**:**	**8**
Accountable to	**:**	**Regional Secretary**
Accountable for	**:**	**Regional Legal Services**
Place of Work	**:**	**Regional Office, or any Sub Office in the Region**
Hours of Work	**:**	**Unspecified**

MAIN RESPONSIBILITY

- **Responsible for the management and delivery of all the Region's legal services.**
- **To maintain extensive knowledge of all areas of law and in particular unfair dismissal, redundancy, discrimination, equal pay and common law litigation.**
- **To be the link person, at the direction of the Regional Secretary with the Unions ABS and panel Solicitors.**
- **To maintain an overview of all employment law related matters being pursued by panel Solicitor/ABS.**

KEY TASKS

1. **Managing Staff**
   - To manage staff in the legal department to perform their daily tasks efficiently and be skilled and highly motivated in carrying out their jobs.

2. **Advice and Representation**
   - Advising Officers, activists and members on law related issues.
   - Advising and representing members in Employment Tribunals and supporting and assisting other Officers to do so.

- Maintain high level of advocacy skills.
- Ensuring the delivery of advice and representation to members on Welfare Benefit issues and Social Security Tribunals. This requires an extensive knowledge of Social Security law.

3. <u>Regional Solicitors/Liaison with Unionline</u>

- Overseeing the work of outside Solicitors/Unionline acting for members in accident and disease claims.
- Monitor and manage Solicitors expenditure.
- Ensure a first class service to our members by monitoring the performance standards of the panel firms/ABS.

4. **<u>Training</u>**

- To organise and deliver employment law update training to all Regional Officers.
- Deliver employment law awareness, rights and time limits training to new reps, experienced activists and accompanying representatives.

5. <u>Income Generation</u>

- To be qualified to and to advise and sign off settlement agreements.

6. <u>Reporting</u>

- Prepare and present legal reports at Regional Committee.
- Prepare a 6 monthly performance report and present this report at Regional Council.
- Report on legal data as required for Congress.

7. <u>Publicity</u>

- Issue media releases and do interviews to maximise the publicity on the achievements and successes of the Region's legal services.
- Use this to assist in recruitment of members.
- Communicate achievements internally across the Region and to external media sources.

8. General

- Advise the Regional Secretary on the Union's rules as required.
- Be a key holder for Regional Office.
- Carry out other duties on occasions as requested by the Regional Secretary.

PERSON SPECIFICATION

Specification	Essential	Desirable
Relevant skills and/or attributes	• Knowledge of employment law tribunal procedure and rules. • Ability to draft relevant pleadings and applications • Good written, verbal and communication skills • Competent in the use of Microsoft Office programs.	• Excel experience • Public speaking experience • Advocacy • Ability and willingness to actively participate in the recruitment of members to the Union.
Experience	• Experience of handling employment law claims. • Experience of client contact either in person or by telephone.	• Experience of working with electronic case management system.
Relevant Education/ Training	• Qualifying Law Degree	
Other Requirements	• Ability to work in a team. • An ability to work proactively. • An ability to empathise with members.	• Empathy with Trade Union and Labour movement. • Full driving licence.