JOB DESCRIPTION

JOB TITLE :	**NATIONAL SECRETARY**
ACCOUNTABLE TO:	**GENERAL SECRETARY**
ACCOUNTABLE FOR:	**ALL NATIONAL INDUSTRIAL SECTION STAFF** **ORGANISING DEPARTMENT STAFF** **HEALTH AND SAFETY DEPARTMENT STAFF** **EQUALITIES DEPARTMENT STAFF** **PENSIONS DEPARTMENT STAFF** **RESEARCH AND POLICY OFFICERS** **ADMINISTRATOR/POLICY OFFICER** **SECTION ADMINISTRATOR/SENIOR PA'S** **PERSONAL ASSISTANTS** **ADMIN ASSISTANT**
PLACE OF WORK :	**NATIONAL OFFICE**
GRADE :	**10 (subject to Job Evaluation)**
HOURS OF WORK :	**UNSPECIFIED**

MAIN RESPONSIBILITIES

1. **Responsible for all national industrial matters relating to the Section's membership and industries covered.**
2. **Responsible for the day to day managing of staff in a wide range of departments including organising, health and safety, equalities and pensions.**
3. **Responsible for Section administration, staff and budget.**
4. **Responsible for developing and carrying out GMB policy relating to the Section and as required.**
5. **Responsible for promoting, organising and growing the Section and communicating its activities.**

SPECIFIC TASKS AND DUTIES

Responsible for all national industrial matters relating to the Section's membership and industries covered.

1 Carrying out major collective negotiations with the most significant employers and securing collective agreements in GMB members' interests.

2 Supporting, advising on and where necessary intervening in other negotiations at regional or national level including procedural references or other breakdowns.

3 Ensuring national agreements are maintained, including GMB representation structures.

4 Representing the GMB in industry or public sector-wide negotiations with employers and government over pay, pensions and representation.

5 Ensuring equal pay implementation for GMB members and dealing with litigation against the GMB.

6 To carry out, oversee or advise on industrial action ballots. To lead major industrial action campaigns.

Responsible for managing staff in a wide range of ancillary departments including organising, health and safety, equalities and pensions.

1 Ensure these departments are properly staffed and those staff are clear about their roles.

2 Agree expenditure limits for these departments with the staff and ensure this is managed.

3 Ensure these departments have clear policies and objectives and the means for delivering them, build this into PAM objectives for individuals.

4 Ensure all staff are working towards those policies and objectives.

Responsible for Section administration, staff and budget.

1 Arrangement and servicing of Section National Conference, Section National Committee and other relevant advisory and industrial committees and conferences.

2 Carrying out Section actions in relation to GMB Congress.

3 Running or managing autonomous groups within the Section and their structures and officers namely MPO, SCOOP, ASU (PS Section only).

4 Planning the work of the Section and ensuring targets and objectives are set, understood and can be met.

5 Line management responsibility for a team of senior officers and staff. Direct management of two consultants (PS Section only).

6 Compiling a forecast budget and managing an approved budget for the Section and separately for any autonomous groups.

7 Ensuring there are administrative systems in the Section to approve and monitor all expenditure and measure against budget, taking necessary action; systems to approve and monitor staff absences; to regularly check capacity and workloads.

Responsible for developing and carrying out GMB policy relating to the Section and as required.

1 Ensuring GMB policy as determined by Congress, CEC, National Committee and other relevant bodies is implemented.

2 Developing new policy, gaining the necessary approvals and implementing.

3 Promoting GMB policy across a wide range of stakeholders including government, European institutions, TUC, employer organisations, other TUs.

4 Determining responses to government and other consultations relevant to the Section.

Responsible for promoting, improving and growing the Section and communicating its activities.

1 To ensure that Section activities are communicated to members and others especially in relation to industrial matters, through Section publications and GMB-wide publications. Writing articles for same.

2 Identify and develop organisational and recruitment initiatives within the Section and implementing, monitoring and reporting on them. To work with the National Organising Team in delivering the GMB@Work strategy.

3 To maintain a high personal profile and promote the GMB and the Section through the media; conference speeches; parliamentary work; government contacts; relations with other unions and the TUC; GMB regions, branches and workplaces; International and European bodies and institutions.

PERSON SPECIFICATION

QUALIFICATION:
Educated to degree level preferred or equivalent mix of education and experience.

SKILLS:
1 Expert negotiating skills.
2 Expert influencing skills.
3 Expert decision-making skills involving multi-faceted solutions to complex problems under duress.

4 Highly developed communication skills, from one-to-one to public media appearances
5 Good management and administrative skills.
6 Capable of effective operation at cabinet minister level.
7 Self-driven and confident.
8 IT skills to include email, word processing, internet and power point. Car driver.

KNOWLEDGE

1 Expert knowledge of industrial relations including theoretical interpretation.
2 Expert knowledge of employment law and equal pay law, including new concepts
3 Good knowledge of trade union and national employer structures.
4 Good knowledge of pension schemes.
5 Good knowledge of public sector finance.

SCOPE AND IMPACT

1 150,000 - 290,000 members.
2 £10-25 million income.

LOCATION

It is a requirement of this role that the successful applicant is located within a reasonable commuting distance to National Office, as the role requires significant day to day management responsibility of other staff.

A relocation package is available.