

JOB DESCRIPTION

TITLE: Trade Union Co-ordinator (Secondment)

PRINCIPAL RESPONSIBILITIES:	<u>%</u>
1. Co-ordinate, prepare and present UNISON Branch matters in conjunction with the Council's trade union matters, at various consultation and negotiation meetings	30
2. Brief and co-ordinate all of the unitary's trade union senior shop stewards and those representing the county employees who are potentially transferring to the unitary council on LGR	25
3. Liaise with all Trade Union officials, of recognised trade Unions and Professional Associations	10
4. Communicate arrangements between all trade union members within the scope of the council's responsibilities	10
5. Co-ordinate, prepare and present trade union reports to the LJNCC, service specific JNCCs and any other appropriate meeting	5
6. Manage and advise all trade union correspondence with the employer relating to industrial relations of corporate concern	10
7. Co-ordinate and be involved in the trade union inputs to service specific JNCC's	5
8. Lead on any negotiations as the Council prepares for a range of emerging situations, including single status and organisational reviews	5

DIMENSIONS:

Supervisory Management: N/A
Financial Resources: N/A
Physical Resources: N/A
Other: N/A

CONTEXT:

This above information is not exhaustive

Physical Effort: Commensurate with normal office environment

Working Environment: Normal office conditions

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