THE CHARTERED SOCIETY OF PHYSIOTHERAPY

JOB DESCRIPTION

JOB TITLE: Senior Negotiating Officer (London)

ACCOUNTABLE TO: Assistant Director of the Employment Relations and Union Services (ERUS) function

GRADE: 8

HOURS: 21 (with the requirement for this to be worked flexibly over 4 days)

CONTACTS:

(i) **Within the CSP**
- Council Members; the Industrial Relations Committee;
- CSP staff in all functions; members, particularly accredited representatives of the union;
- CSP English Regional Networks/Country Boards;
- CSP professional networks

(ii) **Outside the CSP**
- All levels of management in the health sector; full-time officers and representatives of other trade unions and organisations; TUC (national & regional); media; CSP solicitors; Department of Health; NHS Employers

MAIN PURPOSE OF JOB

Within the region covered the officer will be responsible for:

- Providing advice, support and representation to members on individual and collective workplace issues, within and outside the NHS
- Organising and supporting the relevant steward and safety representative networks, including the delivery of regional training and the implementation of the CSP’s recruitment and retention strategy and ERUS organising strategy
- Involvement with strategic policy work in respect of supra-employer partnership forums and working with other trade unions in the region
- Contributing towards national union policy development and strategy

MAIN DUTIES AND RESPONSIBILITIES

The following job description is not exhaustive and the emphasis in the role will be upon cooperative and flexible working in a professional team of officers without rigid demarcation of responsibilities. The person appointed may therefore be asked to undertake other tasks appropriate to the work.
A.  COLLECTIVE BARGAINING AND REPRESENTATION

1. Assist NHS stewards and safety representatives in local negotiations, including the development of negotiation and consultative structures, submission of claims in relation to pay, terms and conditions and health and safety matters. Carry out similar responsibilities including seeking CSP union recognition with non-NHS employers of CSP members based in the region.

2. Represent and advocate on behalf of members at disciplinary hearings, grievances and other individual and collective disputes with employers. Represent members as necessary at external hearings eg. professional conduct, employment tribunals.

3. Provide general advice and information to members, including on pay, terms and conditions, employment legislation and other employment related matters by telephone, correspondence and face-to-face meetings as necessary.

4. Participate in collective consultation and negotiations with other trade unions as appropriate.

5. Advise and support members in defence of services, job security and changes to working practices or conditions of service. Organise, coordinate and advise local and regional campaigns by members in respect of the above. Liaise with local campaigning and interest groups, other trade unions and the media on such issues.

B.  ORGANISING

1. Liaise closely with the other CSP officers covering the London Region.

2. Provide active support and assistance to local representatives in the recruitment and retention of members.

3. Promote and support the steward and safety representative structure in the region in liaison with the regional lay representatives.

4. Attend steward and safety representatives meetings as required to provide training and assist local representatives with their work.

5. Prepare and present talks to further the education of stewards, safety representatives, students and members and raise awareness of current employment relations issues within these groups.

C.  STRATEGIC POLICY AT REGIONAL LEVEL

1. Represent the CSP in supra-employer partnership arrangements within the region as required in conjunction with other officers in the London region.

2. Liaise with other health trade union representatives in the region over issues of joint concern.
3. Along with other London officers, maintain good working relations with key CSP representatives within the region including regional stewards, regional safety representatives, the CSP regional network and regional representatives of leaders and managers of physiotherapy services (LaMPS)

4. Participate in regional TUC activities as relevant and possible in order to maintain and raise the profile of the CSP within the wider trade union community.

D. NATIONAL POLICY FORMULATION

1. Contribute to the development of national policy and strategy on employment, workforce and health and safety issues including working with other functions on CSP-wide strategy.

2. Attend, as required, meetings of the CSP Industrial Relations Committee, Annual Representative Conference, regional steward and safety representative meetings and ERUS and CSP-wide staff meetings.

E. OTHER

1. Actively promote the CSP’s policy on equality and diversity

2. Contribute to the CSP membership publication, Frontline, and to ERUS newsletters and publications

3. Participate in the officers’ telephone rota

LOCATION

The post holder will be based at the CSP Headquarters in London. The post holder will be expected to travel to all parts of London allocated to this post. On occasions, it may be required to travel to other areas of the UK. When duties involve working unsocial hours and periods away from home, a time off in lieu policy operates.
The Chartered Society of Physiotherapy  
Person Specification Form  

Post: Senior Negotiating Officer  
(London)  

Function: CSP Employment Relations and Union Services (ERUS)

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<th>Educational Requirements</th>
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<td>Relevant professional/academic qualification.</td>
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| Previous Experience | | |
|---------------------| | |
| Significant negotiating and relevant industrial relations experience at a senior level. | E | A/I |

| Skills/Abilities and Knowledge | | |
|--------------------------------| | |
| Thorough knowledge and understanding of industrial relations and employment legislation. | E | A/I |
| Understanding of NHS structures, organisation and government policy across the UK. | E | A/I |
| High level of communication skills, including negotiation and advocacy and the ability to write complex case reports. | E | A/I |
| High level of training and presentation skills. | E | A/I |
| Ability to make judgements and decisions involving complex situations or facts which require analysis and interpretation. | E | A/I |
| Team working skills, the ability to work collaboratively with staff and members across the Society and to work without close supervision. | E | A/I |
| Thorough understanding of and commitment to equality and diversity issues. | E | A/I |
| IT skills relevant to union work | | |

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SNO-London  
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# OTHER REQUIREMENTS

- A firm commitment to the trade union movement.
- Ability to undertake the travelling and unsocial hours requirements of the post.

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