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| **JOB TITLE:** | **BAND:**  |
| **Negotiations Officer** | D |
| **PURPOSE OF ROLE/JOB SUMMARY:**  |
| Negotiates with employers to secure agreements on terms and conditions and other matters that further members’ interests. Effectively executes individual casework. May represent Prospect on external bodies to promote the union’s objectives with members and employers. Develops branch capability for organisation and recruitment. |
| **REPORTS TO:** | National Secretary / Assistant Secretary |
| **KEY DUTIES/RESPONSIBILITIES:** |
| * Individual and collective representation, including triage and individual case work.
* Negotiations including larger and/or more complex branches.
* Branch development, organisation and recruitment working with Organising Official.
* Deliver training programmes for representatives.
* May line manage administrative staff.
* Overall responsibility c 2,000 members / 10 branches.
* Development and support for campaigning
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| **EXPERIENCE:** |
| * Some prior negotiating experience in a trade union or equivalent environment.
* Experience of working proactively, self-managing time and workload.
* Experience of resolving member case work.
* Experience of working successfully with volunteers.
* Experience of working with a range of stakeholders.
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| **KNOWLEDGE, SKILLS & QUALIFICATIONS:** |
| * Employment law qualification or demonstrable equivalent experience. Understanding and expertise in collective labour law.
* Good knowledge of pensions.
* Good knowledge of health and safety.
* Good IT/communications skills.
* Good knowledge of equality, diversity and inclusion (EDI).
* Good knowledge of contemporary industrial relations.
* Ability to prepare relevant communications reports that meet appropriate standards of accuracy .and numeracy.
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| **COMPETENCIES AND BEHAVIOURS:** |
| * Demonstrates informal leadership by taking ownership and finding a way through difficulties
* Shows an awareness of complex and sensitive situations in dealing effectively with a range of stakeholders and issues across sectors, industries and specialisms
* Ability to analyse and evaluate a range of issues in order to identify possible options towards an agreed solution
* Maintains an interest in working with other teams, internally and externally, and is prepared to contribute objectively to wider issues.
* Keeps up-to-date with developments in areas of professional expertise.
* Is able to identify and act on significant opportunities.
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