



## JOB DESCRIPTION

**JOB TITLE:** Professional Officer (Health)

**REPORTS TO:** National Officer

**UNITE GRADE:** 9

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**MAIN PURPOSE OF THE JOB:** As part of the Unite Health Sector team, the post-holder will deliver the Unite Health Sector strategy as identified by the National Officer and informed by Unite's industrial and professional Health Sector policies.

A Professional Officer may be based within the Unite Health Sector team at head office or may be based in one of the devolved countries or Unite regions, wherever based will be expected to work as a member of the fully integrated Unite Health Sector team, across the whole of the UK.

**DIMENSIONS & LIMITS OF AUTHORITY:** To act autonomously and with minimal supervision in relation to the specified duties allocated and use professional knowledge and skills to meet Unite Health Sector objectives.

To be able to make a clear judgement when it is necessary to involve the wider team and the National Officer.

To liaise and work with the Unite membership structures as necessary and report to them outcomes from professional work streams.

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**MAIN DUTIES & RESPONSIBILITIES** *(This job description is not a complete listing of all duties but contains the key elements of the role).*

### Key Responsibilities:

A Professional Officer must undertake strategic and operational work as follows:

#### Industrial Officer Support

- Provide professional support and advice to Unite Regional Officers on a wide range of issues pertaining to individual members or groups across the Health Sector.



- Provide advice and support to the Regional Officers on professional issues which impact on member's professional practice and their terms and conditions of employment e.g. Regulatory matters and the Agenda for Change banding of members.
- Maintain the objectives of the wider Unite union using every opportunity to recruit new members and workplace representatives and participate in the wider campaigning work of Unite.
- Support with the running of internal health sector committees and associations.

### **Organising and Recruitment**

- Prioritise work to ensure every opportunity is taken to organise and recruit new members and workplace representatives with a focus on organising using professional issues.
- Fully participate in the development and delivery of organising strategies across the Health Sector.

### **Influencing Policy and Practice**

- Interpret and contribute to the development of UK health service policy and strategic direction. In order to respond appropriately in terms of identifying and developing work streams which facilitate and enhance the contribution of the Unite Health Sector team and its membership.
- Represent Unite Health Sector on national strategic committees that formulate health policy related to the NHS and the wider health sector.
- Work autonomously developing, leading and co ordinating professional work streams (i.e. staff council subgroups) relevant to the needs of the Unite Health Sector membership and the strategic and political agenda for health.

### **Communication**

- Establish networks and communication channels with members of other statutory, professional and voluntary organisations to enable strategic and collaborative activity to be undertaken which will benefit the Unite Health Sector membership and the wider union.
- Support Unite's professional membership in providing briefings, letters of concern and other information as necessary when industrial issues arise.
- Write for the professional press and produce professional briefings and other publications as required within the individuals bounds of professional competency
- Undertake media activity including responding to media articles in the national press and participating in television and radio interviews related to professional practice.
- Competent speaker, able to deliver conferences, seminars and training.



- Communicate Unite Health Sector objectives including generating positive publicity for Unite, liaison with media and other organisations.
- Contribute to the union's publications, campaign literature and other materials by the provision of professional input.
- Communicate effectively with all members of the Health Sector Team.

#### **Professional and Practice Development**

- Work in partnership with education, regulatory bodies and other professional and trade union organisations to ensure that professional standards are maintained at the highest levels for the protection of the public.

#### **General**

- Prepare business plans for use of financial resources and ensure prudence on any expenditure working with National Officer, procurement department and Finance department.



## PERSON SPECIFICATION

**Job Title:** Professional Officer

UNITE GRADE: 9

**Please Note:** Shortlisted candidates will be drawn from those who best meet the criteria below and in the job description. Candidates will need to give strong evidence in all sections. The examples are given as a **guide** to candidates about the kind of evidence they should provide.

*(The areas below are examples of the types of evidence we will look for from candidates and are not exhaustive).*

### Experience Required

1. Professional credibility to be able to influence the national Health Sector agenda, internally and externally (including Government departments).
2. Experience of representing union members individually and collectively
3. Experience and understanding of Agenda for Change or an equivalent national set of terms and conditions
4. Experience of organising trade union members
5. Demonstrable pro-active experience of working within the trade union movement or social justice campaigns.
6. In depth knowledge of one profession
7. Presenting complex information in writing or verbally to diverse audiences

### Education/Qualifications

8. Unite Professional Officers should hold a Health Professional Qualification or be able to demonstrate equivalent experience or knowledge or have equivalent qualifications.

### Skills/Knowledge/Ability

1. Have personal integrity
2. Possess Skill to manage own workload effectively
3. Knowledge of job evaluation
4. Knowledge of regulation of healthcare workers
5. Knowledge of equalities and Unite's equalities position
6. Knowledge of Unite's internal structures
7. Knowledge of Unite's political strategy
8. Competent public speaker
9. effective administrator



10. This role requires the job holder to travel and be flexible to work at various locations in the UK and Ireland. A full UK driving license is an essential requirement.

**Desired but not essential**

1. AfC Job match trained