Birmingham UNISON Deputy Branch Secretary

(with responsibility for Service Conditions)

The branch believe that well organised collective bargaining is vital to protecting and improving our member's terms and conditions of employment in the workplace. Workplace bargaining provides an excellent opportunity to build the strength of the branch. By including as many members as possible in the bargaining process, we can use negotiation as a way of recruiting new members, increasing participation in the union and building strong workplace organisation. As the Deputy Branch Secretary with responsibility for service conditions you will lead the branch's work in this area.

Key Tasks for this role are as follows:

- to take a leading role in branch corporate negotiations
- give support to officers and stewards on terms and conditions matters
- in conjunction with the education team ensure that all representatives that take part in negotiations have access to appropriate negotiation training
- organise a monthly meeting to discuss issues relating to terms and conditions and prepare reports and recommendations for Branch Committee and Branch Executive
- ensure that the communication officer is updated on all important terms and conditions matters
- ensure that those serving on negotiating bodies consult with and represent all sites and sectors of the workforce, including shift workers and those working part-time
- ensure that activists canvass members' views and concerns
- promoting widespread participation in ballots, surveys, etc
- help stewards to gain experience by shadowing more experienced negotiators
- circulating bargaining information produced by UNISON
- to deputise for the Branch Secretary when necessary
- to work together with other officers at branch and directorate levels to carry out the priority work of the branch, if required by the branch executive or branch committee, including within reason to cover for other positions if absent, or if a position is temporarily unfilled.