

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 branches 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
- 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
- Keep the case data base updated
- Take part in the branch duty system
- Keep branch calendar updated at all times
- Attend the monthly branch executive meeting and the bi-monthly branch committee

There is an expectation that officers give at least one months' notice if standing down to allow for a replacement to be elected and to arrange a handover with the person elected to take up the role