

RepsDirect



From *amicus* - MSF

Head of Health, Roger Spiller **General Secretary, Roger Lyons**

Reps Direct should be forwarded by email to other members and put in printed form on the notice boards for all to see, both members and non-members.

No 162 – 16th December 2002

Amicus MSF Section

Job Vacancy

Research/Organiser National Health Sector

Amicus MSF Section

VACANCY - RESEARCHER/ ORGANISER – NATIONAL HEALTH SECTOR

A vacancy has arisen for a Researcher/Organiser within the National Health Sector, working from an office local to their home and/or Head office at MSF Centre, 33-37 Moreland Street, London EC1.

The postholder will be responsible for protecting and advancing the interests of Amicus members during the period of Agenda for Change's introduction.

Duties will include ensuring consultation on Agenda for Change takes place with Amicus members, workplace ballot is carried out correctly, help Regional Officers/Organisers establish a comprehensive network of representatives and to increase membership density.

Key requirements are:

- Excellent communication and negotiating skills
- Good planning and prioritising skills
- Effective in meeting deadlines while under pressure
- To work on own initiative with minimal supervision
- Be able to analyse, evaluate and interpret information from various sources

The Researcher/Organiser will probably be an existing representative in the NHS with knowledge of both Amicus and Agenda for Change, with a strong organising background.

The position will be based on a fixed term contract of 2 years.

The salary for this post will start on Professional Grade 1 at £21,916 per annum and will rise to PG2 on the 1st anniversary of the start date, currently £23,060. All other terms and conditions are as the MSF/APEX Agreement.

For further details and an application form, please contact Joan Hylton in the Personnel Department at MSF Centre, 33-37 Moreland Street, London EC1V 8HA or by Fax: 0207 505 0026 or Email: Joan.hylton@amicus-m.org.

The closing date for receipt of completed applications is Monday, 6th January 2003.

JOB DESCRIPTION

RESEARCHER/ORGANISER **(AGENDA FOR CHANGE)**

Title:	Researcher/Organiser
Reports to:	The post forms part of the Research Team but reports to the National Secretary (Health) on day-to-day activities
Grade:	PG1 – PG5 (rising in annual increments)
Term:	2 years
Location:	London Based or Local Office to Home

Agenda for Change is potentially the biggest single change in salaries and conditions for NSH staff since the foundation of the NHS. The role of the Researcher/Organiser will be to protect and advance the interests of Amicus members during the period of Agenda for Change's introduction.

MAIN DUTIES

The Researcher/Organiser will work with the Health Team at national and local level, in particular the Researcher/Organiser for Health Sector, to ensure that:

1. Effective consultation on Agenda for Change takes place with Amicus members.
2. The workplace ballot is carried out correctly.
3. If accepted by Whitley, guidance and advice is prepared and distributed to Early Implementers.
4. Training is provided for lay reps. in the Els.
5. Els are monitored and audited.
6. Feedback is provided to the negotiating team.
7. Preparations are made for the full roll out in October 2004.
8. To help Regional Officers/Organisers establish a comprehensive network of representatives.
9. To help Regional Officers/Organisers establish an Amicus identity amongst representatives based on common interest, mutual support and best practice.

10. To provide updates for communications to representatives and in membership publications.
11. To help Regional Officers/Organisers increase membership density.
12. To help develop appropriate links with other health trade unions.

The Researcher/Organiser will probably be an existing representative in the NHS with knowledge of both Amicus and Agenda for Change, with a strong organising background.

Care for the health and safety of all who come on to Amicus MSF premises is a responsibility which all employees share. All staff should take all possible action to prevent themselves and others suffering injury or damage.

Researcher/Organiser should follow the guidelines of the MSF/APEX "WRULDS" agreement to minimise the possibility of repetitive strain injury.

This job description is an outline of the main tasks but the Researcher/Organiser must be prepared to undertake all reasonable tasks allocated to s/he.

STANDARDS OF PERFORMANCE

- ❖ Ensure work of priority is dealt with promptly and agreed deadlines met.
- ❖ Be aware of issues that affect Amicus members and be able to provide appropriate advice in line with Amicus policies.
- ❖ Be able to advise Amicus members and officers both verbally and in writing about their allocated portfolio.
- ❖ Be aware of and able to use a variety of information sources.
- ❖ Information sources and databases to be updated on a regular basis.
- ❖ Recognise organising opportunities and develop suitable campaigns in conjunction with appropriate Amicus officers and staff.
- ❖ Establish and maintain good working relations with the Health Sector team and Officers working in the Sector.

PERSON SPECIFICATION

RESEARCHER/ORGANISER

The successful Researcher / Organiser will:

1. Be able to communicate orally and in writing in any situation in a form or manner that is clear, accurate, concise, sensitive and appropriate to the audience and purpose.
2. Be able to give evidence to show that s/he can competently undertake the tasks described in the job description.
3. Be able to show evidence of an understanding of and commitment to the aims of trade unions and the labour movement.
4. Be able to show evidence of an understanding of industrial relations practice particularly in the NHS.
5. Be able to show evidence of successful practical experience of collaborative working as part of a team. Have a desire to maintain good relations with colleagues and showing awareness of her/his own and others' feelings in a work situation.
6. Be able to plan, prioritise and schedule work to ensure that all activities are completed within the required timescale.
7. Be able to maintain effective performance and meet deadlines while under pressure.
8. Be able to work on his/her own initiative with minimal supervision on a range of projects at one time. Be able to make decisions correctly, confidently and without supervision and be able to take action relating to those decisions, staying with action plans until the objective is achieved or is no longer reasonably attainable. Take responsibility for the quality of her/his own work.
9. Be able to think creatively and to develop ideas that promote Amicus. Be able to challenge assumptions and to generate imaginative but feasible ideas, desiring to initiate and contribute to the implementation of improvements to services and systems and be able to maintain effectiveness in changing circumstances. Be able to demonstrate an ability to identify and analyse issues and generate a range of solutions.
10. Need a good level of education commensurate with carrying out the duties of this post, eg. professional education, diploma, NVQ or degree. In the absence of formal qualifications, demonstrable experience will be taken into account.
11. Be able to demonstrate a capacity and willingness to continue learning and recognise that change demands constant updating of understanding and knowledge.
12. Be able to analyse, evaluate and interpret information from a variety of sources.
13. Express a strong desire to succeed and derive pleasure from her/his own and Amicus' success.
14. Be able to maintain stable performance under pressure, opposition or disappointment, relieving stress in a manner that is acceptable both to her/himself and to Amicus.

APPLICATION FORM

PRIVATE AND CONFIDENTIAL

Monitoring Code.....

Post applied for:.....RESEARCHER / ORGANISER – NATIONAL HEALTH SECTOR

The information contained on this form will be stored electronically, and is subject to the Data Protection Act 1984

Personal Particulars

Surname (block letters)	Date of birth Day Month Year
Other names	Telephone(home) Telephone(daytime)
Address	

Education

Secondary Education	
Dates	Qualifications received
Further/Higher Education	
Dates	Qualifications received

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(Education continued)

Professional or other qualifications (including keyboard and computer skills)	
Dates	<p>Qualification obtained</p> <p>Wordprocessing and other keyboard/computer skills (give formal qualifications if appropriate and/or list packages with which you are familiar)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(Applicants for secretarial posts, please complete this section)</p> <p>Typing (give speeds and examining body).....</p> <p>.....</p> <p>Shorthand (give speeds and examining body).....</p> <p>.....</p>
Details of other specialist training, knowledge or experience	

Membership of organisations, interests, hobbies, other information in support of your application

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Previous Employment Record (latest employment first)

Dates	Salary	Name and address of employer	Brief description of duties and reason for leaving

Availability

Please state when you could enter our employment
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Trade union membership

<p>Have you any objection to belonging to a trade union? YES/NO*</p> <p>Are you or have you been a member of a trade union? YES/NO*</p> <p>If yes, please state which union, and give dates of membership:</p> <p>.....</p> <p>* please delete as appropriate</p>

Referees (two): the offer of employment will be dependent on the receipt of satisfactory references.

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Please explain why you wish to be considered for this position
(continue on separate sheet if necessary)

Declaration

The information given in this application is to the best of my knowledge true and correct

Signed

Date

**PLEASE RETURN COMPLETED APPLICATION FORMS
TO: JOAN HYLTON, MSF CENTRE, 33-37 MORELAND STREET, LONDON, EC1V 8HA.**

CLOSING DATE: MONDAY, 6TH JANUARY 2003

Monitoring Code

MSF is striving to be an Equal Opportunities Employer. In order to help us to ensure that our Equal Opportunities Policy is being carried out, it would be appreciated if you would complete this form.

1. Please indicate your ethnic origin by ticking the appropriate box

BLACK AND ETHNIC MINORITIES	
African	<input type="checkbox"/>
Asian	<input type="checkbox"/>
Afro-Caribbean	<input type="checkbox"/>
Other	<input type="checkbox"/>
WHITE	
European	<input type="checkbox"/>
Other	<input type="checkbox"/>

2. Gender: please tick the appropriate box

MALE	<input type="checkbox"/>
FEMALE	<input type="checkbox"/>

3. Disability

Do you consider yourself to have a disability? YES/NO

If so, please give details:

4. Where did you see this job advertised?