

Role profile

Role title	Regional Officer (Bargaining)
Job level	Manager/Senior Adviser
Directorate	Organising and Representation
Team	North / Central / London / South
BMA Grade	4
Location	Homeworker
Decision Making level	Medium
Budget responsibility (Y/N)	No
Reports to (job title)	Senior Regional Officer (Region)
Direct reports	None

Job Overview– purpose of the role

*Describe as concisely as possible the overall purpose of the job and what success looks like. **Please limit this to a maximum of four or five sentences***

All colleagues are expected to align their work with the organisation's corporate strategy, ensuring their decisions, priorities and ways of working actively contribute to our long-term goals and strategic outcomes.

This post is a key organising role within the designated area and is responsible for developing the strength of local membership structures and organising roles across the area as directed by the Senior Regional Officer in line with the regional plan.

The postholder will work under the direction of the Senior Regional Officer and will act as a powerful advocate and exemplar for building local organisation and working in partnership with lay reps to build the profile and reputation the BMA across the region.

The Regional Officer (Bargaining) will work within a patch/group of LNCs and will have specific direct responsibility for engagement and collective bargaining (in conjunction with the relevant LNC) with designated employers.

The postholder will be responsible directly for undertaking referred individual, group or collective cases, acting as an escalation point for complex or sensitive casework.

Duties and Responsibilities

What are the core duties/responsibilities required to be performed in the role. (e.g., to provide a full range of administrative support services to the department including x,y,z)

Please provide a bullet point list

- Establish and develop effective relationships with external health and medical organisations at a senior level that have an impact on BMA membership and attend and represent the Association at all relevant meetings within the designated area.
- Implement and support increased local member engagement, maintaining and where possible improving nationally and locally agreed terms and conditions of service.
- Contribute to the regional plan and ensure delivery of relevant workstreams in the designated area to facilitate a robust local organising programme to engage members and employers across the area
- Proactively work with designated LNCs to establish an organising framework, identifying suitable organising campaigns and initiatives to address key issues impacting on the TCS and working conditions of members.
- Establish, develop and lead the planning of work across designated Local Negotiating Committees, working collaboratively with lay representatives.
- Monitor, through clear, agreed campaign and project plans and using local intelligence reporting, the effectiveness of campaigns across the area, including recruitment and retention targets as well as those focussed on maintaining and improving TCS and working conditions.
- Work with the Regional Organiser in the local delivery of agreed recruitment and organising campaigns to build workplace organisation and increase membership density, for example, around core recruitment events such as Resident Doctor inductions.
- Act as staff lead for collective bargaining and negotiations with designated employers as appropriate in collaboration with lay representatives
- Be responsible for building sustainable local structures including succession planning of LNC officers and reps
- Deliver training for members and lay representatives in identified areas of need, including the core programme of workplace representatives training or TCS-focussed sessions in the designated area.
- Provide expert advice on a wide range of employment, contract and local/national agreements across all grades of doctors to designated LNCs.
- Provide advice, guidance and representation to members and undertake complex individual or collective casework.
- Maintain accurate and comprehensive records in respect of assigned casework, enabling both clear documentation in respect of individual cases and supportive data to provide local intelligence on aggregated casework
- Prepare and present accurate and comprehensive case histories and documentation for discussion with the Senior Regional Officer prior to any contemplated external legal action and before referral to legal services provider for merits assessment
- Participate in the support and mentoring of Representation and Casework Officers in the designated area.
- Working as part of the regional team, provide cover for colleagues leave where required
- Any other duties as reasonably directed

Skill (level and breadth of application)

What relevant experience is necessary to undertake this role? What specialist, technical or professional qualifications are required to be able to perform the job?

How far does the role extend out across the organisation, eg confined to own team, involves co-ordination with another department or requires regular negotiation with many other parts of the organisation. Why is this necessary? Describe the range of issues that are involved in this, eg resolving people's IT problems, collecting information on key research items or advising members on a particular issue.

- Graduate or equivalent with extensive working knowledge and experience of employment law, complex casework for advising/representing employees and/or employers (may hold Law or CIPD qualification)
- Practical and relevant experience of collective bargaining and industrial relations. Ability to use highly developed negotiating, dispute and conflict resolution skills as the staff lead alongside LNC representatives.
- It is essential that an excellent working knowledge of employment law, terms and conditions of service plus local and national policies is maintained, and practical experience of other parts of the BMA, taking into account frequently occurring changes, so that advice given to Members is correct and appropriate at all times. Advice is subject to review and challenge by counsel (both ours and opposing) and potentially by Employment Tribunals and Courts
- Ability to analyse and present complex data to develop strategies for organising campaigns or for detailed negotiations.
- Highly developed ability to develop and maintain effective working relationships across a range of internal and external stakeholders including at senior levels.
- Excellent planning, organisational and prioritisation skills with the ability to manage competing demands against tight deadlines. The role holder will advise other experts in the same area (likely at a more junior level) on a range of complex issues and challenges, this can be in a variety of similar related matters across the association or dissimilar matters within the department
- The role holder will manage others with technical expertise.

Intellectual demands (complexity and challenge)

What sorts of problems, situations or issues are typically dealt with? Give any illustrative examples. How are the problems, situations or issues dealt with (eg undertaking original research and analysis or seeking specialist advice)?

To what extent are standard procedures and processes followed when undertaking typical tasks, and how is personal initiative used when solving problems? To what extent is creativity used in solving the problems (eg adopting different approaches, trying things that have not been done before within the organisation or improving/changing previous approaches).

- The role holder will undertake a high level of interpretative thinking within the same or similar disciplines applied to problems which lie outside previous experience and precedents.
- The role holder will develop new policies/procedures based on advice and expertise and will bring previous experience and knowledge from other organisations to the BMA.
- The role holder will resolve problems by carrying out routine analysis, generally against known criteria and typically within one field of learning. At times problems at this level either extend beyond one field of learning or require considerable research and analysis.
- The role holder will have sensitivity to conflict when supporting members with workplace change, and balance members' expectations with long-term relationships with employers
- The role holder will be required to advise and support very assertive, highly intelligent members with extremely high expectations and demands. The advice may sometimes be met

with resistance and necessitates additional explanation of the rationale for the strategy and advice given

- The role holder will work across a range of employers and need to be familiar with policies, procedures and local issues for typically a range of NHS employers (Trusts and PCTs) and other non-NHS employers as well as with the skills required for bargaining, campaigning and negotiation

Judgement (independence and level and impact limitations)

What are the typical decisions that are made in the job without reference to any higher authority? What informs/constrains the decisions (eg expenditure limits, have to follow clearly laid down procedures or working within broad objectives). What influence upon policy, procedures or resources is there (eg giving advice to others)?

Who (or what) is next to be affected by the decisions that are made – for example, supervisor sees them before they leave the team or the whole department sees and has to respond to the change that is made. Give typical example(s) of the consequences of the decisions (eg what impact does the decision-making have on the performance of the team/section/department/organisation)?

- The role holder has significant authority and autonomy within their scope of work (for example management of negotiations, complex casework and provision of advice to members and colleagues) however, refers to higher authority judgements and decisions on matters that fall outside own functional authority.
- The role holder's advice and decisions extend to other departments before being checked or reviewed and will tend to concern important issues. The advice and decisions made will have an impact across the Association
- The role holder can be required to use judgement and initiative to make changes without reference to a BMA senior manager and others will be required to change as a result of their action
- Decisions and advice will impact on members (for example, serious employment matters) and on the reputation of the BMA.

Use of resources (supervision of resources and influence)

What responsibility is there for managing people, equipment, budgets, resources, customer's welfare or confidential information? If this is a staff management role describe what is involved, eg staff reporting, staff development, appraisal, leading a department or the allocation of work.

How does the role fit within the organisation, eg support role, team member, team leader, specialist policy adviser, or leading major areas of core business?

- The role holder has responsibility for monitoring, developing and reporting on the performance of others or for the integrity of specialist operational advice usually given at a more senior level.
- The role holder may have responsibility for the annual operational performance of a section/team **or** for the integrity of specialist strategic advice.
- The role holder will have a specialist role that is responsible for providing operational advice that can have indirect but significant effects on the results of the Association.

Communication (level, internal and external demands and significance)

*What people are typically contacted (regardless of the medium) **inside** the Association, eg immediate colleagues, senior managers or administrators? Committee members are the only members classed as internal communication. Normal non-committee membership and doctors are external (see below)*

*Who is in regularly contact with the role holder **outside** of the Association, eg members who are not committee members, suppliers, members of the public? Approximately what percentage of the time is spent on external communications?*

What is the purpose of these contacts, eg conveying information, gathering data?

- The role holder will be required to build professional working relationships with senior external stakeholders including employers, NHS organisations, other unions and medical schools. These contacts will frequently be at Director level.
- The role holder will communicate across management levels & will have some communication with Directors and Senior Leaders.
- The role holder will provide explanations on complex matters, translating these into instructions for independent action through others.
- The role holder will influence and negotiate with others particularly a more senior audience. Negotiation in this context is negotiation by the role holder and not general BMA negotiations.
- The role holder will have excellent dispute and conflict resolution skills, as well as advocacy, influencing and negotiating skills.
- The role holder will have significant amount of external communication typically with members, customers, suppliers and members of the public.

Physical demands & coordination (physical effort and mental strain)

Are there any unusual physical or mental demands of the role; for example, lifting heavy objects, standing for long periods, using VDUs extensively or high levels of concentration?

- There will be normal physical demands typically associated with an office environment and there may be limited requirement to engage in lifting/carrying or other exertion using specialist equipment. There will be a requirement to use technology and systems as provided or as recommended by the BMA.
- The role holder will be required to travel in order to carry out the role, in line with BMA policy. Attendance at meetings at a variety of locations (e.g. hospitals & trusts) will be required.

Working conditions and emotional demands)

What are the environmental conditions in which the work is conducted, the social and emotional demands faced by the role and the pressures resulting from these?

Working conditions and emotional demands)

- There are internal health & safety policies and guidance to be followed and adhered by the role holder and their direct reports (if line management is part of the role). These policies apply both in the normal office environment and also when visiting other locations in the execution of duties.
- The job is typically conducted either in a normal office (including home office) environment or external location as required to carry out the role and is not considered to be exposed to hazardous conditions or extreme anti-social behaviour (which should be reported through the appropriate internal channels).
- There are likely to be times where the role holder is involved with a case/member contact that involves challenging situations. Concerns must be raised through the appropriate internal channels to ensure support is given to the role holder as required.

Values and behaviours

The post-holder is expected to execute their role in line with our four organisational values.

The following examples illustrate how we are using our values to inform how we act:

We Campaign, Organise and Represent

- We win positive changes at work and in wider society
- We are the trusted collective voice of our profession, seeking progress for doctors, medical students, our patients and populations

We are accountable and member-led

- Our representatives and staff work in partnership for and on behalf of our members
- We are open and democratic

We are expert and trusted

- We grow professional communities of practice to provide credible information, guidance and support
- We use our influence to champion advancement, innovation and professional development for the benefit of health and society

We find strength in unity and celebrate our diversity

- We seek to be fair and just, and foster respectful discussion of our differing (potentially conflicting) perspectives and contributions
- We fight prejudice and discrimination of all kinds
- We are committed to creating a culture that is inclusive of all members and staff
- We extend solidarity to each other and other groups

Sign-off

Manager:

Date:

Role holder:

Date: