



National Officer Wales - Application for Post

About the FDA

For a century the FDA has been a strong, pragmatic trade union representing public sector leaders and professionals working in the civil service and parliaments across the UK. The FDA is not party-political, and seeks to improve members' working lives and the public services they deliver through negotiating and campaigning. FDA members come from a variety of different professions including policy advisors in Whitehall and devolved nations, prosecutors, economists, diplomats, lawyers and tax professionals.

The FDA is an exciting, vibrant and growing organisation with many different opportunities to improve the working lives of FDA members. Recently, the FDA has been involved with defending civil servants against attacks on their impartiality; representing members in the House of Commons to achieve a new policy to deal with bullying and harassment by MPs and campaigning for improved pay in the civil service.

The FDA has membership within civil service employers including, Welsh Government, National Assembly for Wales, Estyn, Welsh museums and libraries, plus some UK government employers, such as ONS and ACAS. As well as being the public face of the union in Wales, the role requires you to represent FDA within the Welsh TUC General Council.

What we are looking for

The FDA prides ourselves on providing excellence in individual member representation; a pragmatic voice in both central and local negotiations; a strong voice defending the impartiality, integrity and professionalism of civil servants and providing career development and support for members.

The current postholder has been home based and is now retiring, so the FDA will be opening a dedicated office for Wales for the first time. This follows the opening of a Scottish office in 2015 as part of a growth strategy for Scotland. Therefore,

the successful post holder will not be based in London and will often be working alone so will need to be highly motivated and self-starting.

You will have a balanced pitch made up of a number of employers/ specialist areas both in Wales and UK Departments. The national officer has a significant degree of autonomy in their pitches but is responsible for representation, negotiation and organising. The opening of a dedicated office in Wales is part of a broader organising strategy. A key element of the role will be building the unions strength and profile within Wales.

The national officer and FDA teams offer a positive working environment by working together to support each other. You will be expected to travel to London on a regular basis and will need to be flexible in your approach. The line management of the post is undertaken by an Assistant General Secretary (who is London based).

Further information on our work and current activities can be found on the FDA website at www.fda.org.uk; on our Twitter feed [@FDA_Union](https://twitter.com/FDA_Union) or on the General Secretary, Dave Penman's Twitter feed [@FDAGenSec](https://twitter.com/FDAGenSec).

National Officer - Key Duties and Responsibilities

It is expected that the core responsibilities of the national officer will be:

- To recruit, organise and support members in branches and sections across a number of Government departments and agencies;
- To negotiate with departments, agencies and other bodies where the FDA is recognised, on pay and terms and conditions of employment for members;
- To advise, support and represent individual members with employment issues such as grievances and disciplinary proceedings, with their employer and where appropriate at Tribunals;
- To represent the FDA with other Civil Service unions, other trade unions, Ministers and external bodies including Welsh TUC
- To represent the FDA with the media in areas of special responsibility as appropriate
- To write communications for members e.g. branch emails, articles for the FDA's magazine and website.
- To support workplace representatives and branch officials locally and assist in delivery of training of workplace representatives

National Officer will have skills and experience that include:

- Knowledge and understanding of employment and equality law
- Knowledge of an industrial relations environment and a track record of negotiation and representation
- Ability to recruit and organise members to the FDA
- Ability to develop strategies, plans and solutions
- Experience of working with union branch officials
- Experience of advocacy in difficult situations
- A demonstrable commitment to and/or experience of working for a trade union or non-profit making organisation
- Excellent communication skills, both written and verbal
- An ability to communicate in Welsh would be useful but not essential
- Proven negotiating and influencing skills
- An ability to work both independently and within a team and ability to manage competing priorities and deadlines