



FDA Policy Officer role - Job Description and Person Specification

Responsible to: Assistant General Secretary

Hours: 35 hours per week to be worked flexibly

Salary range: £48,000 - £58,000

Pension: Good quality defined benefit career average pension scheme

Location: This post will be open to remote/hybrid working with an expectation to attend the FDA Headquarters in London from time to time.

We are looking to recruit a policy officer who will be core to supporting our negotiating agenda, increasing our influence with central government, employers and ensuring we deliver change for our members. This is a new role that is about delivering improvements to the working lives of our members through advancing our thinking and reputation as a solutions-focused trade union.

Why choose the FDA?

The FDA prides itself on being a great place to work with a strong collaborative team, focussed on advancing the interests of our members and supporting each other to achieve that. We work hard to maintain a working culture that gets the best from people who enjoy working for us. We offer a highly competitive remuneration package that includes a good salary, defined benefit pension scheme and opportunities for training and development.

We are not just any union. For over a century we have been defending civil servants and the impartiality of the civil service. We live the values of our members - a commitment to public service through an impartial and professional civil service.

We are the only union that represents civil servants in every Government and parliament of the UK. Strong, pragmatic advocates on behalf of our members, seeking to improve their working lives and play our part in improving the public services they deliver. We have always been non-party political, ensuring we can represent our members regardless of which party is in power.

That's why through some of the most challenging times in our history, we have grown by over 60% in the last 5 years.

To sustain that growth, we must continue to ensure we are relevant to the challenges our members face and visible in our advocacy on their behalf. No easy task.

Does that sound like the sort of union you'd like to be part of?

Job Description

Your role

This is a new role for the FDA and will be core to supporting our negotiating agenda, increasing our influence with central government, employers and ensuring we deliver change for our members.

The FDA Policy Officer is a strategic policy role which is responsible for research, providing policy advice and guidance to the union including the lay member structures; horizon scanning to allow us to develop policy proactively; providing leadership support and guidance for UK civil service engagement and employer bargaining as well as the devolved governments, alongside representing the union with external organisations and stakeholders.

The union operates a hybrid working approach, which enables employees to work from home but there will be a clear expectation for the successful candidate to attend the FDA HQ in London Bridge on a regular basis for team or other meetings/collaboration but also to undertake face to face meetings. The role will occasionally involve travel across the UK. This can be discussed in detail with the successful candidate and as we develop our approach to the use of our offices with staff and the future world of work for the FDA.

The FDA offers a positive working environment, with teams working together flexibly in our approach to support each other. The line management of the post is undertaken by an Assistant General Secretary.

Key Duties and Responsibilities

The Policy Officer is responsible for:

- Working alongside relevant members of the Senior Management Team (SMT) and national officers to pro-actively identify opportunities to influence policy that affect FDA members both in their roles as civil/public servants and in their terms and conditions.
- Working with members to represent their views by undertaking research, create and analyse surveys, and collect and compile statistics and analyse data.

- Preparing and presenting reports, briefing papers and initial drafts of policy documents.
- Assisting with the production and delivery of presentations and campaign materials.
- Monitoring current and future policy activity by government and other external bodies, monitoring labour market trends and changes in the world of work.
- Establishing and maintaining knowledge of relevant public service delivery/practice and legislation, including trade union legislation.
- Providing support for the Executive Committee, including drafting agendas and papers, and assisting with the follow-up of issues.
- Tracking Annual Delegate Conference motions and drafting the FDA business plan.
- Responding to UK and devolved government consultation documents and legislation.
- Providing support to assist bargaining in the UK civil service and related employers as well as devolved nations, and advising national staff, as appropriate, on matters of policy.
- Representing the FDA at TUC and other external bodies, as appropriate.
- Maintaining appropriate files and storage using electronic systems.

What we are looking for:

- An enthusiastic individual educated to degree level or equivalent;
- Strong research capabilities demonstrated through their academic and professional experiences, including data analysis;
- the ability to develop knowledge quickly on a wide range of topics and respond to fast-moving situations;
- the ability to prioritise work, including anticipating other people's timescales and demands, and have well-developed planning and organisational skills;
- Excellent ability to work well across dispersed teams;
- Demonstrable experience of policy development;
- Excellent communication skills, including the capacity to write clearly and persuasively, speak to a range of audiences, and deliver engaging presentations that effectively convey complex information to diverse audiences;
- Good knowledge of and commitment to trade unions and trade union values;
- Excellent knowledge of UK politics and current affairs; UK parliament, UK government and Whitehall and devolved governments across the UK;
- Excellent IT skills.