

FDA National Officer - Job Description and Person Specification

Responsible to: Assistant General Secretary

Hours: 35 hours per week to be worked flexibly

Salary range: £62,596 - £74,721

Pension: Good quality defined benefit career average pension scheme

Location: Hybrid working basis - the FDA Head Office is in central London

About the FDA

We are an exciting and vibrant union - the fastest-growing in the UK.

For more than 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. We act as a powerful voice for public services and the people who deliver them, with an influential membership of more than 26,000 senior managers, policy advisors, diplomats, tax professionals, economists, solicitors, prosecutors, and other professionals working across government and the NHS. This includes permanent secretaries and special advisers working at the heart of government.

The FDA offers a positive working environment, with teams working together to support each other, and an excellent team spirit. You will need to be flexible in your approach and will be given a significant level of autonomy. We work together in the office, member workplaces, and at home. Colleagues are trusted over how to organise their time, work, and location to make an effective contribution to the union.

Your role

This is a challenging and varied role which requires you to think and lead strategically but also deliver operationally, working closely with our activists and their employers.

Each National Officer at the FDA has a balanced pitch made up of a number of employers and/or specialist areas. The National Officer will have a significant degree of autonomy in their pitches and will be responsible for representation, negotiation, working with lay reps, and organising in their pitches.

Key duties and responsibilities

- To recruit, organise and support members in branches and sections across a number of government departments and agencies, developing excellent working relationships with FDA's activists
- 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 develop strategies to enhance branch development, case management, and bargaining outcomes
- To both represent the FDA and build and maintain effective relationships with employers, other civil service unions, other trade unions, ministers, civil service leaders, and external bodies
- To represent the FDA in the media within areas of special responsibility as appropriate
- To attend members' workplaces and union events which may be located across the country
- To write regular communications for members e.g. branch emails, articles for the FDA's magazine and website
- To develop and support workplace representatives and branch officials locally and assist in delivery of training for workplace representatives from across the union
- To contribute to union-wide strategic discussions on bargaining and policy and ensuring implementation - including developing and delivering union policy and responding to developments in civil service-wide policy in respect of individual employers

Person Specification

- Knowledge and understanding of employment and equality law in an industrial relations environment
- A track record of success providing advice and representation based upon employment and equality law and/or negotiating on employment matters
- An ability to organise and recruit members and identify and develop activists
- An ability to develop, implement, and evaluate strategies and plans and think creatively and innovatively to find solutions
- Experience managing competing responsibilities and deadlines to deliver strategic priorities
- Ability to digest and summarise complex information or data and act on your analysis of it to further the interests of members and the union
- Experience of advocacy in difficult situations
- Excellent communication skills, both written and verbal
- Proven negotiating and influencing skills, with evidence of how relationship-building with a range of stakeholders has supported effective working
- Experience of team working with staff and members/activists, and demonstrable impact bringing insight to discussions on union-wide strategy and positioning
- A commitment to development, learning new skills, and keeping knowledge up to date
- A demonstrable commitment to and/or experience of working for a trade union or non-profit organisation