



FDA National Officer - Job Description and Person Specification

Responsible to: Assistant General Secretary

Hours: 35 hours per week to be worked flexibly

Salary range: £58k - 69k

Pension: Good quality defined benefit career average pension scheme

Location: Hybrid working basis - the FDA head office is in central London.

About the FDA

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 22,000 senior managers, policy advisors, diplomats, tax professionals, economists, solicitors, prosecutors and other professionals working across government and the NHS.

The FDA offers a positive working environment, with teams working together to support each other. You will need to be flexible in your approach and will be given a significant level of autonomy. The line management of the post is undertaken by an Assistant General Secretary.

This is a great time to become a part of the FDA. We are a growing, exciting and vibrant union with many different opportunities to improve the working lives of FDA members. Whether that's defending civil servants against attacks on their impartiality, leading the campaign for an independent complaints process for dealing with ministerial misconduct or campaigning to improve pay outcomes for key public servants.

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 or on the General Secretary, Dave Penman's Twitter feed @FDAGenSec.

Job Description

Your role

This is a challenging role which requires you to think and lead strategically but also deliver operationally. The FDA is the fastest growing union in the UK. We pride 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.

Each National Officer 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.

The post is based at the FDA head office in London. You will have flexibility to organise your own diary and work remotely. The role will require attendance at HQ for team meetings as well as face to face meetings and work with members, branches and employers that can be in a range of locations (but predominantly in London). The role does, on occasion, involve some travel throughout the UK. It's not a desk job, but we do not prescribe a working pattern, giving National Officers autonomy over how they organise their work. 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.

Key duties and responsibilities

It is expected that the core responsibilities of the National Officer for 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
- To represent the FDA in the media within areas of special responsibility as appropriate
- To write 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
- To take responsibility for areas of policy

The FDA 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
- An ability to organise and recruit members to the FDA
- An 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
- Proven negotiating and influencing skills
- An ability to work both independently and within a team and ability to manage competing priorities and deadlines
- A commitment to development and learning new skills
- An ability to think creatively and innovatively to find solutions