

Grade E - £34,115 -
£48,899



BRITISH ASSOCIATION OF SOCIAL WORKERS

Trade Union Official/Advice & Representation
Officer

DATE:

Apr-19

SUMMARY OF JOB: To represent and advice members in informal and formal employment procedures and employment tribunals. To offer members support and advice in all issues relating to regulatory bodies and to offer formal representation at hearings. To promote the British Association of Social Workers (BASW), the Social Workers Union member support service. This support service is a UK wide provision, this job specification must be read in the context of the country of

BASW is an equal opportunities employer. Employees must have a positive commitment to the implementation of equal opportunities policies.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Experience	Experience of social work practice at a managerial level Direct experience of disciplinary and grievance procedures Mediation and negotiation at Managerial/Director level Direct experience of working with more than one client group Experience of management in a social care setting Report writing	Experience of employment tribunals Experience in informal and formal employment procedures Experience of Care Council hearings Trade Union experience	Application form/Interview
Qualifications:	Registration as a qualified social worker with the appropriate UK regulatory body	Further qualifications in a relevant discipline	Application form/Interview
Training:	Evidence of active engagement with personal professional development Advocacy training Training in employment law	Equal opportunities training Mediation	Application form/Interview
Skills/Specialist Knowledge:	Word processing Excellent report writing skills Knowledge of UK Employment Law (relevant to location)		Application form/Interview

	<p>Social Policy in relevant country Local Authority structures Political structures and social work legislation Knowledge of the environment within which social workers deliver services Understanding of the social work regulatory framework Willingness to co-work case Excellent assessment skills Good presentational skills Good record keeping skills Computer literate Works as part of a team Good mediation and advocacy skills Good networking skills particularly in relation to trade union bodies and relevant others Promoting safe practices in the work environment</p>		
Circumstances:	<p>Ability to work flexibly Ability to attend events/meetings outside normal work times and to spend the occasional night away from home Ability to travel all over the UK Valid driving license</p>		Application form/Interview
Disposition/Attitude:	<p>Personal commitment to Code of Ethics and highest standards of social work practice and integrity Ability to meet deadlines Ability to work independently in a disciplined way Able to demonstrate good listening and communication skills Ability to analyse complicated information accurately Ability to set appropriate boundaries Ability to convey difficult decisions in a concise and sensitive manner Ability to communicate in a confident, professional and authoritative manner</p>		Application form/Interview
Physical:			