



## **BRITISH ASSOCIATION OF SOCIAL WORKERS**

### **Trade Union Official/Advice & Representation Officer**

**Responsible to: Head of Service Advice & Representation**

**Overall Objective: Deliver effective advice and representation in accordance with the terms of reference of the Service.**

#### **Tasks:**

1. To participate in providing a duty service when required.
2. To provide advice and direct representation to members of the Union/Association. Representation will be within internal employer procedures at internal and external enquiries, at Regulatory Council conduct and capability hearings. This will involve working unsociable hours.
3. To coordinate and provide advice and support to Trade Union Advisors and Trade Union Workplace Volunteers as required.
4. To liaise with other Trade Unions and Employers, represent members in collective bargaining over pay and terms and conditions of employment.
5. To keep your line manager advised on the nature and extent of current workload via supervision or as necessary.
6. To assist in the preparation of reports and items of information for presentation to relevant Committees.
7. To assist in identifying changes and evaluating trends in demand upon the Service.
8. To ensure that all cases are properly recorded and those requiring legal advice are brought to the attention of the Assistant General Secretary, Social Workers Union.

9. To use up to date knowledge and information about social work developments in the UK to ensure correct advice is given to members.
10. To implement elements of the Social Workers Union media strategy, under the guidance and direction of the Assistant General Secretary, Social Workers Union and the BASW Head of Communication. This may involve making comment on Radio and TV from time to time as and when requested.
11. To work with representatives from other organisations in accordance with strategic links established by the Assistant General Secretary, Social Workers Union and the Senior Management Team.
12. To assist in identifying performance targets for the Service and working to achieve these.
13. To promote the role of social work and social workers across the UK and recruitment of new members.
14. To work and cooperate with the wider BASW staff group by attending meetings and events as required.
15. To undertake additional duties as required by the Head of Service, Advice & Representation and/or Chief Executive.

