



Scottish Trades Union Congress

Job Description and Person Specification

Deputy General Secretary: Policy, Political Liaison and Equalities

Remuneration: £58,897 (plus defined benefit pension scheme with employer's contribution of 26.8%)

Location: Suite 11, Red Tree Business Suites, 24 Stonelaw Road, Rutherglen, G73 3TW until approx. December 2020, with relocation thereafter to a purpose-built new centre in Landressy Street, Bridgeton, Glasgow.

Reports to: STUC General Secretary

Job Purpose: This is a significant senior management position within the STUC working as one of two Deputy General Secretaries.

As required by the General Secretary the post-holder will:

- deputise for the General Secretary.
- develop and articulate STUC policy in line with General Council and Congress priorities

- design and implement STUC political, campaigns and organising strategy
 - represent the organisation to the media, governmental, parliamentary and external bodies
 - represent the STUC on external bodies including government, industry and civil society groups
 - assume the lead in defined policy areas reporting to the General Council and sectoral groups of affiliated unions
 - along with other members of the STUC Management Team have responsibility for the STUC budget, managing core budgets and externally funded STUC projects
 - along with other members of the STUC Management Team have responsibility for implementing HR policies and line manage an STUC staff team or teams
 - oversee the administration of, and support for, STUC equality committees and line manage staff assigned to supporting them
 - be responsible for the organisation of STUC Annual Congress, equalities conferences and other conferences as required
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Responsibilities

Specific responsibilities subject to allocation by the General Secretary:

Effective management of the Policy and Equalities team and working collaboratively with other STUC staff teams to:

1. Policy

- Manage the development of STUC policy as determined by the Annual Congress and in line with the General Council's strategic objectives and work plan including policy input to Congress and supporting the operation of the STUC Annual Congress Standing Orders' Committee.
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- Manage the production of policy statements, discussion papers, responses to consultative papers, press releases and content for the STUC's electronic media platforms across policy areas prioritised by Congress and the General Council.
 - Manage the provision of briefing papers and speeches for the General Secretary and for General Council members, policy input to conferences, seminars, parliamentary lobbies, and other campaigning initiatives of the STUC.
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- Establish and maintain arrangements for the effective engagement on the STUC's policy development activity with unions across a range of priority industrial sectors, convene sectoral groups of affiliates as required by the General Council and facilitate the delivery of policy and industrial priorities to Government and other external bodies.
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- Manage the STUC's policy research activity, including commissioning research by external agents.
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- Assume the lead in policy areas as allocated by the General Secretary
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- Represent the STUC on external policy bodies reporting outcomes to the General Council
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2. Political Relations

- Manage the STUC political relations activities to support the successful delivery and effective promotion of the STUC and General Council's policy objectives and strategic priorities in line with the STUC Operating Plan.
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- Manage the implementation of the General Council's strategy for political engagement, including maintenance of effective relationships with Government and its agencies, Parliament and the Civil Service at Scottish, UK and European Union levels, and Scottish and UK political parties, building effective relationships to maximise STUC influence.

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- Establish and maintain arrangements for the effective engagement on the STUC's policy development activity with unions across a range of priority industrial sectors.

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- Manage STUC compliance with Lobbying Register provisions.
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3. Equality

- Oversee the operation of the STUC's Equality Conferences and Committees and ensure that equality is effectively 'mainstreamed' across the functions of the STUC.

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- Plan, monitor and deliver the respective Equality Committee workplans in line with STUC Strategic objectives and priorities.

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- Champion an equality mainstreaming approach for all STUC activity and to monitor mainstreaming within the STUC's policies and practices.
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And generally, to undertake such other duties, commensurate with the role and salary, as may reasonably be agreed with the General Secretary.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Previous work experience gained in a public facing senior management role.
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- A demonstratable commitment to the trade union movement and its values.

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- The ability to work at the highest level of public policy development and implementation, together with proven understanding of decision-making processes at all levels of government and the economy.
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- Proven expertise and in-depth knowledge of equalities legislation and policy development, alongside experience of mainstreaming equalities across organisational functions.
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- A developed knowledge and understanding of the roles and functions of the trade union movement and how it operates within politics and civil life in Scotland.
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- Experience of developing and implementing political, campaigning, and organising strategies.
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- Experience of working with committees at a strategic level.
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- Advanced communication skills, in both writing and in person, with the ability to present complex information to a wide variety of audiences in a clear and concise manner.
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- People management and leadership experience.
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- Ability to work co-operatively and positively as part of a team whilst role-modelling behaviours that value staff engagement and positive contributions.
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- Financial management and planning experience.
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- The ability to manage a large and complex workload effectively.
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- Experience of commissioning and managing research.
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DESIRIBLE CRITERIA

- A degree or other relevant qualification.
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- Project management experience.
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- Experience of compliance with Lobbying Register provisions.
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