



## BRANCH CASEWORKER

### Person Specification and Selection Criteria

UNISON Essex Branch desires to be an equal opportunities employer, committed to providing equal opportunities regardless of race or ethnic origin, gender identity, family situation, sexual orientation, disability, religion or age. This person specification is designed to help members of Interviewing Panels judge the qualities of interviewees in a systematic and consistent way.

Heading	Selection criteria
<b>Thinking</b>	1. Experience of developing solutions to resolve problems including: <ul style="list-style-type: none"> <li>1.1 analysing information and statistical data</li> <li>1.2 drafting statements of case</li> <li>1.3 drafting action plans</li> <li>1.4 Ability to understand and analyse complex, extensive and detailed information</li> </ul> 2. Learning and Development <ul style="list-style-type: none"> <li>2.1 ability to identify training needs of others</li> <li>2.2 can demonstrate continuous personal learning development</li> </ul>
<b>Interpersonal and Communication</b>	3. Experience of communicating with a range of individuals including: <ul style="list-style-type: none"> <li>3.1 influencing outcomes at meetings</li> <li>3.2 providing written and verbal advice</li> <li>3.3 challenging employers' proposals and proposing alternatives substantiated with reasons</li> <li>3.4 writing newsletters, leaflets etc.</li> <li>3.5 Speaking confidently in front of groups of people</li> </ul> 4. Experience of giving advice and representing members on a variety of employment issues <ul style="list-style-type: none"> <li>4.1 conciliation skills to resolve disagreements</li> <li>4.2 responding effectively to people who are angry or upset</li> </ul> 5. Experience of effective team working with

	<p>volunteers (branch officers) and paid staff</p> <p>6. Tenacity, resilience, the ability to work under pressure</p>
<b>Initiative and Independence</b>	<p>7. Experience of prioritising own workload including:</p> <p>7.1 decision making within guidelines</p> <p>7.2 following policies and procedures</p> <p>7.3 devolving work to others appropriately.</p> <p>7.4 self- administration – type own letters, photocopying</p>
<b>Resource management</b>	<p>8.1 time management</p> <p>8.2 maintaining confidential information</p> <p>8.3 ability to maintain concise accurate records</p>
<b>Physical Skills</b> ( <i>with Disability modification where necessary</i> )	<p>9. Occasional light lifting of materials</p> <p>10. Possession of full UK driving licence and access to car during working hours</p>
<b>General knowledge</b>	<p>11. An understanding of and commitment to the principles of equality and democracy.</p> <p>12. A working knowledge of Employment Law.</p> <p>13. Experience of a range of employment issues such as reorganisations and restructures, disciplinaries and grievances, TUPE transfers, redundancy, unfair deduction of wages and discrimination prohibited by Equality Act</p> <p>14. An understanding of the role of trade unions and the social and political environment in which the union operates.</p> <p>15. ICT packages including Microsoft Office suite.</p>