

## **Job Brief – Project Co-ordinator, COVID-19 Public Inquiry project**

### **Introduction**

UNISON is Britain's leading trade union, with over 1.3 million members working in the public services, private, voluntary and community sectors and in the energy services. We employ 1200 staff, approximately 370 at our national centre in Euston, central London and the remainder in our twelve Regions across the UK, including Northern Ireland.

The General Secretary and the National Executive Council (NEC) have agreed that UNISON should play an active role in the COVID-19 Public Inquiry commissioned by the UK Government.

### **Role of UNISON's Project Co-ordinator**

The COVID 19 Public Inquiry is already underway led by Baroness Hallett and UNISON has been submitting evidence direct to the Inquiry on various modules or through the TUC, who have a small legal team with core participant status.

The Inquiry is stepping up its work by adding further modules on different topics and sectors and UNISON is therefore scaling up its efforts to collect evidence from members and staff to meet these deadlines as they arise.

The General Secretary has promised members their voice and their experiences of the pandemic at both work and at home will be heard by the Inquiry and the lessons learnt for the future.

The inquiry has a modular structure. Each module focuses on a specific topic or issue. There are ten in total, with a number of sub modules covering devolved nations. Key modules for UNISON in the coming months are those looking at the impact of the pandemic on social care, education and key workers.

The Public Inquiry also have a public engagement process called "Every Story matters", which UNISON members will be encouraged to take part in too.

UNISON is seeking a Project Co-ordinator to undertake complicated tasks to support our involvement in the Inquiry. There is large amount of evidence already collected that needs assessing and organising and also a large amount of untapped evidence that could be obtained from both staff and lay activists in future. The staff working group will want to use both Teams and SharePoint to aid this process.

The post holder will work as a member of the UNISON's Policy Unit and the COVID-19 Inquiry staff working group and will report to the Head of Policy. The work is overseen by the Director of Legal Services and the General Secretary. The post holder will liaise closely with the TUC inquiry co-ordinator on the joint union work. The TUC are core participants to most of the inquiry's modules, a role they perform

on behalf of all affiliated unions. This provides certain legal and procedural privileges, but also comes with responsibilities. The TUC convene a working group to oversee this work. The post holder will be a member of the working group.

There are strong equality angles to the Inquiry and the impact on different groups with protected characteristics under the Equality Act is acknowledged. UNISON Self Organised Groups (SOGs) are source of key first hand testimony and evidence.

The Project Co-ordinator will need to liaise with staff across UNISON Centre (particularly in Service Groups, Equality Unit and devolved nations) and also with Regions and senior lay members.

Work will involve:

- Encouraging the submission of evidence
- Organising and information recording and filing system in Teams/SharePoint for each Inquiry Module plus systems for the business of the staff working group;
- Developing a timetable to track different modules and deadlines
- Tracking progress towards milestones
- Briefing senior managers
- Encouraging the participation of lay members
- Liaison with TUC, other stakeholders and Inquiry Secretariat where appropriate
- Doing initial drafts of sections of UNISON evidence

The post is a fixed term appointment linked to the COVID-19 Public Inquiry project and is initially for 12 months.

**UNISON**  
**PROJECT CO-ORDINATOR**  
**COVID 19 Public Inquiry**  
**REF: CCP/67T**

**JOB DESCRIPTION**

<b>Grade:</b>	4
<b>Hours:</b>	35 per week
<b>Location:</b>	UNISON Centre
<b>Reports to:</b>	Head of Policy
<b>Accountable to:</b>	Assistant General Secretary (CCP)

**Overall Summary**

This post is key in supporting the UNISON response to the COVID 19 Public Inquiry, to ensure that national objectives relevant to the Inquiry are:

- Implemented consistently and within agreed timescales.
- That agreed measures are put in place to enable effective monitoring of the Inquiry evidence production schedule;
- Best practice models of evidence collection and presentation are identified, used and drawn to the attention of the senior managers.

**Key Tasks and Responsibilities**

- Monitor key developments during the Inquiry and assist in provision of briefings to UNISON staff as appropriate.
- Project co-ordination work with particular emphasis on meeting deadlines
- Assessment of evidence submitted and whether suitable to share with TUC and Inquiry.
- Undertake briefings with staff, senior managers, regional convenors and NEC members.
- Liaison, as required, with Senior Management Teams on UNISON evidence and organising internal staff meetings.

- Support members and branches engage with “Every Story Matters” public engagement process.
- Liaise, as required, with national departments in respect of any interface for policy and evidence issues.
- Attend and make presentations to the Senior Managers, as required.
- Develop reporting mechanisms to assist staff to ensure consistency in the presentation of data relating to measurable outputs.
- Progress management and co-ordination of outreach and engagement of the Inquiry involving Self Organised Groups (SOGs), regions and branches
- Develop contact networks with regions and branches to assist in the promotion of “best practice” models relating to evidence to the Inquiry.
- Develop a communications model for the effective dissemination of best practice models within regions and branches.
- Develop, present and facilitate outreach sessions to support the implementation of national Inquiry objectives.
- Monitor the effectiveness of, and engagement with, the implementation of the resources review; present progress reports to senior management together with any recommendations for change.
- Convene, mentor and manage small multi-disciplinary teams of staff from Service groups, Equality Unit, regions (and other units) for specific Inquiry project tasks.
- Monitor the engagement of branches and regions with the Inquiry process to evaluate its effectiveness and relevance, making recommendations to senior managers, in respect of potential modifications.
- Attend (at the direction of senior managers) NEC Committee meetings, Project Teams, Service group, SOG and Regional Council meetings, as required.
- Any other duties as directed by the senior management consistent with the grade and responsibilities of the post.

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**Person Specification and Selection Criteria**

UNISON is 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 and in accordance with UNISON's equal opportunities policy. It is given to all job applicants for information.

**Assessment code**

**A – Application form**

**PI – Panel interview**

<b>Heading</b>	<b>Selection criteria</b>	<b>Assessment</b>
<b>1. Thinking</b>	1.1 The ability to develop strategies, solutions or plans to solve difficult problems using <ul style="list-style-type: none"> <li>• Research</li> <li>• The analysis of complex information including statistics &amp; financial information</li> <li>• An awareness of the political environment</li> </ul>	<b>A &amp; PI</b>
	1.2 A commitment to personal and staff development that supports the Unit's objectives	<b>A &amp; PI</b>
<b>2. Interpersonal and Communication</b>	2.1 Developed interpersonal skills including: <ul style="list-style-type: none"> <li>• Leadership</li> <li>• Team Working</li> <li>• Mentoring and coaching</li> <li>• Handling difficult relationships</li> <li>• Handling complaints</li> <li>• Ability to work in partnership with lay members.</li> </ul>	<b>A &amp; PI</b>
	2.2 A track record of organising strategically.	<b>A &amp; PI</b>
	2.3 Experience of advocacy in difficult situations	<b>A &amp; PI</b>
	2.4 Experience of influencing people at all	<b>A &amp; PI</b>

	<p>levels internally and externally</p> <ul style="list-style-type: none"> <li>• Presentation skills</li> <li>• Writing correspondence, reports newsletters etc</li> </ul> <p>2.5 A detailed understanding of and the ability to use Information and communications technology</p>	
<b>3. Initiative and Independence</b>	3.1 Track record of using initiative and independence over a broad area of activity involving decision making and discretion	<b>A &amp; PI</b>
<b>4. Staff Management</b>	<p>4.1 Motivating and encouraging innovation including the ability to</p> <ul style="list-style-type: none"> <li>• Monitor and review performance</li> <li>• Delegate and supervise work</li> <li>• Build teams</li> </ul> <p>4.2 Demonstrable leadership skills gained in an organising environment</p>	<p><b>A &amp; PI</b></p> <p><b>A &amp; PI</b></p>
<b>5. Resource Management</b>	<p>5.1 Ability to work on and manage projects including</p> <ul style="list-style-type: none"> <li>• Planning and evaluation</li> <li>• Time management</li> <li>• Evidence of contributing towards budget management including monitoring progress and resource control</li> <li>• Setting clear objectives</li> </ul>	<b>A &amp; PI</b>
<b>6. Physical Skills</b> ( <i>with reasonable adjustments where required</i> )	6.1 Keyboard skills	<b>A</b>
<b>7. General Knowledge</b>	<p>7.1 Understanding of and commitment to UNISON'S aims and objectives including the principles of equality and democracy</p> <p>7.2 In depth understanding of the role of trade unions and the national and local social and political environment in which the union operates</p> <p>7.5 Knowledge of ICT packages including Microsoft Office suite.</p>	<p><b>A &amp; PI</b></p> <p><b>A &amp; PI</b></p> <p><b>A &amp; PI</b></p>