

JOB DESCRIPTION

PURPOSE

The Senior Official (Legal and Casework) supports the National Official (Legal and Casework) in the provision of Legal and Casework services to NASUWT members.

MANAGEMENT

The Senior Official (Legal and Casework) is responsible to the General Secretary under the line management of the National Official (Legal and Casework) and the day to day supervision of the Principal Official (Legal and Casework)

LOCATION

The Senior Official (Legal and Casework) is based in the Legal and Casework Team at NASUWT Headquarters, Hillscourt Education Centre, Rose Hill, Rednal, Lickey, Birmingham B45 8RS. The Senior Official will be required to work on occasions at other locations throughout the UK.

RESPONSIBILITIES OF ALL POSTS

All post holders must undertake their responsibilities in such a way as to:

- promote the NASUWT's organising agenda;
- recruit and retain members of the NASUWT;
- promote the NASUWT and its policies;
- promote equality of opportunity.

PRINCIPAL RESPONSIBILITIES GENERIC TO SENIOR OFFICIALS

- 1 Servicing, as appropriate, Executive Committees, working parties and task groups.
- 2 Drafting policies, procedures, briefings, advice documents, articles, letters, consultation responses and training materials as required and as appropriate.
- 3 Attending conferences and seminars, and meetings with external agencies and organisations, as required and as appropriate.
- 4 Researching and maintaining information resources and databases.

- 5 Working in co-operation with the staff of other Headquarters teams and centres on projects and initiatives.
- 6 In all areas of work, promoting NASUWT and its policies.
- 7 In all areas of work, promoting equality of opportunity.
- 8 Discharging all duties and responsibilities in such a way as to recruit and retain members of NASUWT.
- 9 Undertaking any other reasonable duties requested by the General Secretary.

PRINCIPAL RESPONSIBILITIES SPECIFIC TO THE SENIOR OFFICIAL (LEGAL AND CASEWORK)

To undertake such tasks relevant to the provision of Legal and Casework services to NASUWT members as may be delegated by the National Official (Legal and Casework) including:

- 1 processing settlement agreements and providing advice to NASUWT members on the terms and effect of a settlement agreement;
2. undertaking and overseeing legal casework (including conditions of service, ITT student and pensions) up to, and including, advising on the progression of Employment Tribunals;
- 3 monitoring developments in selected areas of legislation and casework precedent;
- 4 advising elected officers and regional staff on members' casework, identifying any areas of risk to the Principal or National Official;
- 5 researching, promoting and supporting the development of NASUWT policy in respect of legal and casework services;
- 6 preparing for, and participating in, briefings, training events and seminars for lay and paid officials;
- 7 assisting team colleagues in operating all aspects of NASUWT legal and casework services.

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