

## **JOB DESCRIPTION**

### **PURPOSE**

The Regional Official provides casework advice, support and representation services to NASUWT members in the Region and, subject to caseload, supports colleagues in neighbouring regions. The role involves extensive travel within the Region.

### **MANAGEMENT**

The Regional Official is responsible to the General Secretary under the line management of the Regional Organiser.

### **LOCATION**

The Regional Official is based at the NASUWT South West Regional Centre, 2 Marlborough Road, Manaton Close, Marston Barton, Exeter EX2 8PF.

### **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 REGIONAL AND CASEWORK OFFICIALS**

1. To provide casework advice, support and representation to NASUWT members at all hearings with the exception of presenting at Employment Tribunals, but will include hearings dealing with professional regulation. This will include:
  - presenting cases in written and oral form;
  - undertaking appropriate and necessary research;
  - completing preparation and conducting interviews with members;
  - advising on potential and actual disciplinary and grievance matters;
  - advising on pay, pensions and conditions of service issues.
2. To provide advice and support to elected local officers responsible for casework within the region.

3. To participate in the training of NASUWT staff and elected officers involved in casework.
4. To monitor casework developments, and precedent and disseminate this information as appropriate.
5. To work in co-operation with the staff of NASUWT Headquarters Teams and other Centres on projects and initiatives of shared interest.
6. In all areas of work to promote the NASUWT and its policies and to engage with the Union's organising agenda including by using all opportunities provided by contact with individual members and schools to that end.
7. To discharge all duties and responsibilities in such a way as to recruit and retain members of the NASUWT by using all opportunities provided by contact with individual members and schools to that end, and by participating in recruitment activity.
8. To undertake any other reasonable duties requested by the General Secretary.