

Job Summary

Job Title:	Director Trade Union and Employment Relations
Job Location:	Birmingham with hybrid option (2+ days per week in office) with UK travel
Salary:	6A (£56,632 – £59,612 – £62,593)
Reporting to:	Chief Executive

Job Purpose

The Trade Union element of the BDA service offering is extremely important to our members; it is one of the key reasons they join us and stay with us. The ultimate objective of this role is to promote, develop and protect the collective and individual interests of members and the profession and ensure services delivered to members in this space are of high quality and delivered consistently. This role is responsible for the implementation of the Trade Union strategy as set by the Trade Union National Executive Committee (TUNEC).

The Director Trade Union and Employment Relations is the senior full time official of the trade union and is responsible for the delivery and implementation of a full range of trade union services to BDA members on a national basis. The Post holder will work closely with elected representatives (through the Trade Union National Executive Committee) to identify the strategy and tactical activities of the Trade Union and ensure their delivery.

The Director Trade Union and Employment Relations will act as the management liaison for TUNEC, will ensure the activities of the committee are delivered upon and election to committee roles are properly conducted. The Role holder is also the management lead for the BDA Equality, Diversity and Inclusion (EDI) Committee ensuring our activities are inclusive and applying learnings from the Trade Union movement where appropriate.

The Director Trade Union and Employment Relations will ensure the BDA is represented in appropriate forums, including TUC and national negotiating bodies in each of the four home nations to ensure the best pay and conditions possible are achieved for our members. Contribution to other national committees can be agreed with the CEO, dependent on capacity and the prioritisation of BDA membership services.

The post holder must be committed to the ethos of the Trade Union movement and representing members of a health profession (both within the NHS and those employed elsewhere), as well as being committed to being part of a BDA wide leadership team, contributing to the successful achievement of the whole of our strategic plan. They will protect the integrity and good standing of the profession and the BDA at all times; upholding the values of the BDA and placing the member at the heart of all we do.

Job Context

The British Dietetic Association, founded in 1936, is the professional association and trade union for registered dietitians in Great Britain and Northern Ireland. It is the largest organisation of food and nutrition professionals with over 12,00 members.

Led by the Director Trade Union and Employment Relations, the Trade Union team ensures the Trade Union function is integrated into the BDA's functions as a national professional association, which delivers a range of services to its members.



The post holder is the senior full time official within the BDA and must be committed to the ethos of the Trade Union movement and representing members of a health profession, as well as being committed to being part of an Association wide leadership team. The post holder is expected to protect the integrity and good standing of the profession and the BDA at all times; upholding the values of the Association (*Note these values are currently being updated*).

It will be expected that the post holder ensures their team is delivering consistently against agreed processes and that these processes are updated and maintained as appropriate. The post holder will need to support the team to develop and maintain standard operating procedures.

Along with all other members of the leadership team, the postholder will contribute to the development of material for the BDA Board and governance committees (including TUNEC) and BDA policies.

Key areas of responsibility

Leadership

The Director Trade Union and Employment Relations will provide management leadership and alongside TUNEC, strategic direction to the BDA Trade Union. In doing so, they will ensure service delivery is consistent with BDA strategy, TUNEC priorities and relevant legislation.

Liaise with and keep the BDA CEO (General Secretary) and TUNEC up to date with current Trade Union issues.

Support and direct officers of the TU in their work and ensure that they have a contemporary knowledge of relevant legislation, national policy, professional issues and other relevant information, along with relevant support to the country boards and other committees.

Foster high-quality and effective cross-team working to support the TU in the production, implementation and delivery of team priorities and the BDA strategic plan.

Keep up to date with knowledge of Employment Law and advise team members, members and staff on legal issues around employment.

Provide leadership to the organisation on matters of equality, equity, diversity, inclusion and belonging.

Influence and Reputation

Represent the BDA with stakeholders including TU officials, civil servants, employers and politicians. Foster and maintain constructive relationships and alliances with partner trade unions and other relevant organisations in order to increase the influence of the BDA. Ensure effective management, representation, and negotiation through important union affiliations.

Represent the BDA on the NHS Staff Council ensuring a strong voice for BDA members in national negotiations on pay and terms and conditions of employment.

Provide effective representation across the UK at relevant staff side negotiating bodies.

Represent the BDA at the National Social Partnership Forum for the NHS.



Legal

Maintain an effective and democratic union structure and recommend changes if necessary to ensure the provision and delivery of an effective service to members.

Ensure compliance with relevant trade union legislation, for example, when carrying out statutory elections and ballots for industrial action and necessary training for representatives.

Ensure compliance with all requirements of the Certification Officer, including timely submission of statutory returns, maintenance of accurate membership records, and adherence to audit and reporting standards.

Responsible for the provision of legal services to members in relation to employment matters including decisions on the referral of cases to employment tribunal or other legal processes along with dealing with complaints.

Provision of high-level advice on employment rights, and dispute resolution on an individual and collective basis to the trade union team and representatives.

Ensure that the BDA equalities strategy and its implementation are compliant with relevant contemporary legislation as well as good practice.

Role Dimensions**Finance**

To plan and manage the Trade Union budget and ensure cost effective use is made of all BDA resources.

People

Line management and direction for the trade union team which will include, National Employment Relations Officers, co-ordinator and organising officer.

As part of the senior Leadership Team:

- Work collaboratively for the benefit of the BDA and share responsibility for leadership across the organisation.
- Develop and implement the BDA strategic plan and business objectives.
- Keep abreast of the internal and external developments of the Association and the dietetic profession to ensure that these are reflected within the work of the teams.
- Contribute to the work of the Board and other committees in the governance structure.

Impact on Reputational Risk

The post holder will represent the BDA with a variety of external organisations and will build and maintain effective relationships in order to achieve positive outcomes for members and the profession. This work will often be public and open to media scrutiny so there is a requirement to ensure that the name of the BDA is valued and respected and that no harm is done to undermine the reputation of the BDA and our members.



Person Specification		
Category	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent influencing and negotiation skills • A motivating, supportive and collaborative leadership style • Ability to quickly and effectively analyse information to identify opportunities • Flexible and innovative • Effective investigative and case management skills • Ability to remain calm when dealing with people in a highly volatile emotional state • Proven ability to problem solve in a sensitive manner • Excellent listening and communication skills • High quality writing skills • Project management skills • Ability to perform consistently in line with BDA values • An understanding of process development 	
Experience	<ul style="list-style-type: none"> • Extensive experience as a trade union officer including as a regional or national officer • Leading and managing industrial disputes and industrial action • Working in a political environment including lobbying and influencing • Experience of representing individuals in employment situations, grievances and/or employment tribunals. • Experience of managing budgets and staff. • Experience of formulating and implementing strategy or policy • Experience of interpreting complex policies and procedures 	<ul style="list-style-type: none"> • Public speaking • Media engagement including live broadcast. • Working in the health service • Good connections across the trade union movement and experience of working with TUC
Knowledge	<ul style="list-style-type: none"> • Degree level qualification or equivalent, ideally in a relevant topic. • Significant knowledge and experience of employment law in all of the home nations • Thorough knowledge and application of Trade Union law • Strategic level knowledge of health and governance agendas in the UK • Current knowledge of equalities legislation and practice. 	<ul style="list-style-type: none"> • Qualification in industrial relations/employment or labour law or equivalent experience • Qualification in management • Current knowledge of NHS policy across the UK • Current knowledge of NHS and NHS commissioned employment terms and conditions



Employment Benefits

- Pension Scheme (employer 12% contribution)
- Flexible Working Policy
- THRIVE Accreditation Staff Well being Group
- Parental Leave arrangements
- 'Cash Back' Healthcare and Healthcare Scheme
- All positions subject to 6 months probationary period, statutory sick pay during this period
- Sickness Benefits – after successful probationary period
- Trade Union Recognition- GMB
- 30 days Holidays per annum (1 to be taken last working day before Christmas and 3 to be taken between Christmas and New Year, this is for full time, will be pro-rata'd for part time employee)
- Staff Development opportunities

Changes

This is a description of the job as it is presently constituted. It is the practice of the British Dietetic Association to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you.

This job description is supported by annual objectives and performance standards to provide an indication of the level of performance expected from the role.

Signed by
Job holder

Date

Signed by

Date

