

Job Description

Job Title:	Temporary Caseworker
Duration:	Six months, fixed-term contract
Grade:	UNISON Salary Scale 7, U15 (currently £36,129 pro rata)
Working hours:	17.5 hours/week, flexible working - subject to negotiation
Location:	Subject to negotiation. The postholder will be expected to visit locations in or near Dudley Borough. Office space is available at Dudley Council House. However, the facility to work from home is also available.
Reports to:	Branch Secretary or, in their absence, the Assistant Branch Secretary
Overall Summary <p>Our union Branch organises and represents members in Dudley Metropolitan Borough Council, colleges, schools, libraries/archives, social care providers and other employers in the Borough. You will undertake a range of representation work in support of our members, as set out below. The postholder is expected to work with both UNISON staff and volunteer activists.</p>	

Work Areas

1. To provide individual advice, support, and representation to UNISON members in cases of grievances, changes in terms and conditions, discrimination, employers' use of sickness absence, disciplinary, or redundancy procedures, or on any other relevant matter.
2. To provide collective representation up to workplace level on issues such as pay, health and safety at work, organisational restructures, redundancies or any other issue that may affect groups of UNISON members.
3. To maintain all relevant files and documents in relation to individual and collective representation in line with Branch office systems (including CaseWeb) and data protection legislation.

4. Wherever possible, to identify opportunities to use collective representation to advance an issue, organise/recruit new members and stewards, and empower union members to address the problems they face.
5. To work co-operatively with all Branch Officers and Stewards to, providing support and assistance where necessary.
6. To encourage mutual respect and solidarity between union members.
7. To provide reports of casework and organisational activity. To report on any recurring issues that may arise for UNISON members, in order that they may be addressed collectively by the Branch.
8. During the course of representation, to identify any potential legal cases as early as possible in order that they can be notified to UNISON's legal advisors.
9. To work with other trade unions in the interests of UNISON members.
10. To undertake any other duties as are equivalent to the content of this post and consistent with the postholder's grade, abilities and aptitudes.
11. The post holder must at all times carry out their responsibilities with due regard to Health & Safety legislation.