

# Policy Officer Employment Rights & Labour Markets – RISE

*Job description, person specification and terms and conditions*

## **Job description**

### **Grade and salary**

Grade 8.1 £58,755.57 (pro rata) pa plus £6,154.66 London Weighting (pro rata) pa

### **Job type**

Permanent

### **Hours**

28 or 35 hours per week (four/five days) – happy to talk flexible working

The TUC has a flexible working policy with most staff expected to work from the office, for a minimum of 50% of working hours.

### **Location**

Any TUC office with the ability to travel to Congress House, London, as required

### **Responsible to**

Senior Policy Officer, Employment Rights

### **Job purpose**

The TUC leads policy and research work on a wide range of issues that relate to working people, including macroeconomic and fiscal policy, pay, pensions, corporate governance, industrial strategy, labour market policy, collective and individual employment rights.

The post-holder will focus on employment rights and labour market policy.

In addition, the post holder may be required to contribute to other TUC priorities.

## **Job content**

The post holder will be expected to contribute to the work of the TUC as a whole by:

- advising senior TUC officials, members of the General Council and union officers, particularly on issues relating to individual and collective employment rights and the labour market
- researching and writing a wide range of documents including policy statements, research reports and responses to consultations
- promoting TUC policies and interests with a wide range of outside organisations, including Government Ministers, civil servants, regulators, employers' organisations, lawyers, academic and research institutions and voluntary organisations
- representing the TUC on outside organisations and speaking on behalf of the TUC at conferences, seminars, workshops and in the media

### **Other duties**

- Ensuring the TUC complies with General Data Protection Regulation (GDPR) processes and procedures in your area of work
- Promoting equality, inclusion and antiracism internally and externally in your work
- Attending regular management meetings, including team, one-to-one and performance management review meetings
- Perform any other reasonable tasks as determined by the line manager (senior policy officer) or head of department.

## **Person specification**

### **Essential criteria**

#### **Qualification**

Education to degree level or equivalent

#### **Experience**

- Providing advice for a general audience
- Developing and communicating policy

#### **Skills**

- The ability to understand complex information and interpret it for a general audience
- Excellent oral and written communication skills,
- Skills of persuasion and influencing
- Good IT skills

#### **Knowledge and understanding**

- Knowledge of employment rights and/or labour markets
- Understanding of the public policy making process in the UK
- Understanding of the role and concerns of the trade union movement

#### **Personal qualities**

- Enjoys working as part of a team
- Able to manage and prioritise a complex workload effectively and work to strict deadlines
- Able to analyse large amounts of complex information
- Able to be flexible and respond to changing priorities
- Able to exercise judgement

- Strong personal commitment to equality and diversity
- Sympathetic to the aims and values of the TUC

#### **Circumstances**

- Able to commute to Congress House
- Able to undertake occasional evening and weekend duties, including some overnight stays

#### **Desirable criteria**

- Knowledge of employment law
- Experience in developing policy