

Grade E - £42,089 -
£60,328



BRITISH ASSOCIATION OF SOCIAL WORKERS

POST TITLE: Advice & Representation Officer/Trade Union
Official

DATE: Sep-26

SUMMARY OF JOB: To deliver effective advice and representation on employment and regulatory fitness to practice to BASW and SWU members as defined in the A&R service specification and to contribute to the ongoing improvement in support, wellbeing and protection services to BASW members.

BASW is an equal opportunities employer and continuously developing as an inclusive and anti-discriminatory organisation is a priority. Employees must have a positive commitment to the implementation of equal opportunities policies and inclusive, anti-discriminatory practice.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Experience	Extensive knowledge or experience of work in social work and/or health and social care Knowledge and understanding of employment procedures gained through union, management, HR or other relevant experience Experience of employment, regulatory or complaint investigation processes Experience of casework and case management in a relevant setting	Trade Union experience Human Resources experience Experience of regulatory body processes Experience of management in social work or social care Experience of more than one field of social work	Application form/Interview
Qualifications:	Degree in or Social work qualification / or equivalent	Registration or eligibility to register as a qualified social worker with the appropriate UK regulatory body	Application form/Interview
Training:	Evidence of active engagement with personal and professional development Training in employment practices and procedures	Equal opportunities or diversity training Further qualifications in a relevant discipline Trade Union and/or other advocacy training	Application form/Interview

Skills/Specialist Knowledge:	Effective negotiation and/or advocacy skills Ability to analyse and synthesise complex information into coherent arguments and submissions Knowledge of and ability to apply Employment and Equality legislation. Ability to quickly analyse, interpret information and deliver accurate advice in a brief duty call. IT competent, with an ability to learn new systems	Knowledge and ability to apply health & safety law Good networking skills particularly in relation to trade union bodies and relevant others Knowledge of health and social care structures Understanding of the social work regulatory framework Knowledge of social work legislation	Application form/Interview
Personal circumstances	Ability to attend events/meetings outside normal work times on rare occasions and to travel occasionally within the UK	Full UK Driving Licence	Application form/Interview
Disposition/Attitude:	Ability to work autonomously and collaboratively as part of a team, as required Inclusive and anti-discriminatory approach and a belief in social justice Excellent problem solving skills - an ability to respond calmly to problems, able to seek solutions and modify approaches Able to communicate effectively and sensitively with people and respecting confidentiality at all times Personal commitment to BASW Code of Ethics and highest standards of social work practice and integrity		Application form/Interview