

## **Trade Union Chair / Director of Regulatory Affairs**

Last reviewed: March 2024

Next review: March 2026

The Director of Regulatory Affairs is an elected national office of the Association for Laboratory Medicine, member of the Association's Council and Executive and is the Chair of the Trade Union, the Federation of Clinical Scientists.

The Association for Laboratory Medicine is a professional body recognised by the Certification Officer (the government official who oversees trades unions) by membership on the "special list" as fulfilling the role as an independent trade union. The Federation of Clinical Scientists (FCS) is the operating name of the Trade Union of the Association.

The Director for Regulatory Affairs is openly advertised to the Association's membership and is elected at the Annual General Meeting. The Director is subsequently re-elected each year. The term of service is usually 5 years, but can be extended by a further 2 years, via approval, in extenuating circumstances.

### **Purpose of the Role**

The Director is the Chair of the Trade Union and leads and guides the Association on matters of Regulatory Affairs most notably on matters relating to the relationships between the Association and formal employment bodies and regulatory bodies. The Director will keep aware of employment and related regulatory issues that may impact members and the business and objectives of the Association. This could include producing briefings for Council, Executive or the wider membership and, where appropriate, draft responses to relevant consultations.

The Director of Regulatory Affairs is a Company Director position in the Association.

### **Company director responsibilities**

- Be a member of Council and Executive who are individually and collectively responsible for managing the company's affairs in accordance with its Articles and the Law.

### **Responsibilities of the Role**

- Report to Executive and Council (in relation to the purpose of the role and director responsibilities)
- Chair meetings of the FCS Executive and National Committee
- Oversee the activities of the trade union in national NHS industrial relations forums
- Draft responses to relevant consultations
- Lead on the development of FCS policy in response to industrial relations developments
- Ensure that the FCS contribution to the activities of NHS TU Leads and NHS Staff Council reflects the views of our membership and their representatives

- Oversee the activities of the FCS in local industrial relations with individual employers
- Approve (in conjunction with at least one other FCS National Officer and, where necessary, the Association's Chief Executive and/or Director of Finance) expenditure in pursuit of the FCS objectives, either collectively or in support of individual members
- With the Association's Chief Executive, manage the contract for employment legal services and approve the allocation of resources to individual member's cases
- Ensure the production of an annual report to the membership of the activities of the trade union and participate in the annual general meeting
- In meeting the aims and objectives of the committee, the Director will need to develop stakeholder relationships with:
  - The Department of Health and Social Care (DHSC)
  - NHS TU Leads and NHS Staff Council
  - The Social Partnership Forum
  - Health & Care Professions Council-UK (HCPC)

### **Person specification**

#### Essential

- An employee of the UK National Health Service
- Member of the Association for Laboratory Medicine
- Share Association for Laboratory Medicine values

#### Desirable

- Previous experience of the Association/Federation Committee meetings

### **Time Commitment**

- Attendance at Association Council meetings (normally 3 per year held virtually)
- Attendance at Association Executive meetings (normally 4 per year held virtually)
- Attendance at the Executive & Staff Team Strategy Workshop (normally 1 per year held in person)
- Chair 3 meetings of the FCS National Committee per annum (normally held virtually)
- Chair FCS Executive Committee meetings
- Attend the Annual General Meeting of the Association/Federation (normally held in person)
- Occasional FCS Reps Training Sessions (normally held virtually and attendance optional)
- Attendance at ad hoc meetings with government bodies, NHS employers, Chief Scientific Officer events etc