

Trade Union Committee - Secretary /Deputy director of regulatory affairs job role

Last reviewed: January 2026

Next review: January 2029

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 Association for Laboratory Medicine is the operating name of the Trade Union.

The Secretary role is openly advertised to the Association's membership. In cases of more than one applicant, a ballot of voting members may take place, or the possibility of a role share may be explored.

Purpose of the role

The Secretary of the Trade Union Committee plays a key role in supporting the effective running of the Association's trade union functions. The role helps ensure members receive timely, consistent and high-quality advice and representation, that representatives are well supported in their work, and that the Trade Union Committee operates in a well-governed and transparent way. Additionally, the Secretary serves as the deputy director of regulatory affairs assisting in leading these matters for the Association.

Responsibilities of the role

- Report to the Director of Regulatory Affairs and the Trade Union Committee (in relation to the purpose of the role) and deputise for the Director as required.
- Working together with the Chair, help to negotiate, manage and review the external contract for trade union support (currently provided by the Chartered Society for Physiotherapy).
- Keep the Association's guidance for trade union representatives up to date
- Provide advice and support to individual members on personal employment matters, and where appropriate take a lead role in the handling and progression of members' cases.
- Help ensure that regional representatives are trained and supported to provide advice to members, and offer ongoing guidance and assistance to representatives in their role.
- Work with the Association's staff team and regional representatives to maintain an accurate and up-to-date case register.
- Work with the Director to help assess requests for representation and the appropriate commitment of Association resources in individual cases.
- Support clear, timely and effective communication between the Trade Union Committee and the Association's membership, including sharing agreed updates, consultations and outcomes in an accessible way.
- Maintain accurate and up-to-date records of Trade Union Committee membership, terms of office, elections and role appointments.

- Assist with the organisation and administration of ballots, elections and consultations, in line with agreed procedures and good practice.
- Promote the values, aims and objectives of the Association for Laboratory Medicine in all aspects of the role.

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 Committees and trade union activities

Time Commitment

- Trade Union Committee meetings (3 per year online)
- Attendance at relevant training sessions (4 per year online)
- Attend the LabMed Annual General Meeting (normally held in person)
- Attendance at ad hoc meetings with government bodies, NHS Employers, CSP.

Term of service

The term of service is 5 years, and the nominee shall be eligible for re-election for an additional term of service at the end of this period.