

## **Trade Union National Officer – National Negotiator**

Last reviewed: June 2024

Next review: June 2026

The National Negotiator is an elected national office of the trade union of the Association for Laboratory Medicine, 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 National Negotiator role is openly advertised to the Association’s membership and is elected via nomination by three voting members. In cases of more than one nominee, a ballot of voting members may take place, or the possibility of a role share may be explored.

### **Purpose of the Role**

The National Negotiator of the Trade Union represents the FCS and its members in national forums and negotiations, including national terms & conditions (such as Agenda for Change) and annual pay awards formally via the FCS seat on NHS Staff Council. The National Negotiator will keep aware of employment and related regulatory issues that may impact members and inform the Executive, National Committee and wider membership seeking a formal mandate where necessary. This could include producing briefings and, where appropriate, draft responses to relevant consultations as well as co-ordinating surveys and other forms of gauging the opinion of our membership.

The National Negotiator is an Executive position in the Federation.

### **Responsibilities of the Role**

- Report to Executive and National Committee (in relation to the purpose of the role)
- Draft information briefings for members on industrial relations matters and developments
- Represent the FCS in national NHS industrial relations forums
- Draft responses to relevant consultations
- Contribute to the development of FCS policy in response to industrial relations developments
- Ensure that the FCS contribution to the activities of NHS Trade Union Leads (the organised meeting of collective NHS Trade Unions) and NHS Staff Council reflects the views of our membership and their representatives, including on matters relating to national terms & conditions and pay awards seeking formal mandates where necessary either from the National Committee or ballot of the full membership
- Support FCS local union representatives with advice towards local issues and member’s cases
- Function as one of the officers able to authorise escalation of a member’s case to CSP for formal action under the contract for industrial relations services

- Contribute to the production of an annual report to the membership of the activities of the trade union and participate in the FCS Annual General Meeting
- In meeting the aims and objectives of the FCS, the National Negotiator 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

### **Federation of Clinical Scientists Executive responsibilities**

- Be a member of Trade Union's Executive who are individually and collectively responsible for conducting specific areas of the business of the Trade Union's National Committee, for overseeing Members' problems, for preparing pay claims and other items related to national and local negotiations and for handling other tasks designated by the National Committee.
- The Chair/Secretary and at least one other FCS National Officer, which could include the National Negotiator (and, where necessary, the Association's Chief Executive and/or Director of Finance) approve expenditure in pursuit of the FCS objectives, either collectively or in support of individual members.
- The Executive may be designated tasks involving the formulation of trade union policy and may take the initiative of proposing policies, but all major policy decisions will be the responsibility of the National Committee.

### **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 and trade union activities

### **Time Commitment**

- Attendance at FCS National Committee meetings (normally 3 per year held virtually)
- Attendance at FCS Executive meetings (normally 2-3 per year held virtually)
- Attendance at relevant FCS Training Sessions (up to 4 held virtually and 1 in person per year)
- Attend the Annual General Meeting of the Federation (normally held in person)
- Attendance at regular or ad hoc meetings with government bodies, NHS Employers, NHS Staff Council, NHS TU Leads etc.

### **Term of service**

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