

## **The Educational Institute of Scotland**

### **NATIONAL OFFICER–HIGHER EDUCATION (MAY 2024)**

#### **Further Particulars**

##### **The Organisation**

The Educational Institute of Scotland is the largest trade union for teachers and lecturers in Scotland with over 63,000 members in nursery, primary, secondary, special, further and higher education. Its national HQ is based in Edinburgh and there are Area Offices located in Dundee, Edinburgh and Glasgow.

##### **Organisational Structure**

The organisational structure comprises an annually elected Council of 139 lay members, from which are elected five national committees – Executive, Education, Employment Relations, Equality and Salaries. The principal unit of organisation is the Local Association whose boundaries correspond to those of local authorities in Scotland. There are also two self-governing associations for further education lecturers (Further Education Lecturers Association) and university lecturers (University Lecturers Association). Overall strategy and policy are set by the Annual General Meeting held in early June each year.

##### **National Officers**

All Officers are employees of the EIS at national level and act under the general direction of and are accountable to the General Secretary for the discharge of the duties of their post. First-line management of Officers is undertaken by a designated Assistant Secretary. There are eight National Officers with responsibility for Education, Equality, Employment Relations (x3), Organisation, Further Education and Higher Education respectively. The Higher Education National Officer will primarily provide support for members employed in Universities and other Higher Education Institutions.

##### **Location and Flexible Working**

The successful candidate will be based primarily within the EIS Headquarters in Moray Place, Edinburgh. However, the Institute has a Flexible Working Patterns policy, offering all members of staff a high degree of flexibility over the location at which work is carried out on a day-to-day basis, subject to the overall requirements of the EIS and its members.

The successful candidate will normally be based in the Institute's Headquarters in Edinburgh, and must be able to commute reliably to the city. However, candidates should be aware that appointment is to the service of the Institute and they may be required to transfer to another location within Scotland and/or to other duties or area responsibilities commensurate with the grade of Officer.

## **Principal Duties**

Within the assigned areas of responsibilities, which may be varied from time to time by the General Secretary, the principal duties of the postholder will include:

### **1. Support for Members**

- to advise and assist HE branches with the discharge of their functions.
- to contribute to the development and undertake delivery, of training to HE branch officials, representatives and members.
- to provide advice, information, and representation as appropriate, to branch officials and members with reference to salaries, conditions of service, superannuation, health & safety at work and other employment-related matters.

### **2. Recruitment and Organising of Institute Members**

- to contribute to the preparation of membership recruitment materials and programmes.
- to visit workplaces to engage in recruitment and organising activity.

### **3. Negotiation**

to assist in the conduct of negotiations on members' salaries and conditions of service with a range of employers but with particular reference to national collective bargaining.

### **4. Liaison**

- to liaise with branch officials and Institute officers to provide and collate information about local agreements, conditions and other relevant issues.
- to disseminate and promote awareness of national policy positions and priorities at branch level.
- to liaise with relevant national stakeholder groups such as The Scottish Funding Council, Universities Scotland, The Scottish Government, The Universities and Colleges Employers Association (UCEA), NUS Scotland and other trade unions.

### **5. Service & Support for ULA Executive Committee**

- to service the committees and any sub-committees of the Institute's Self-Governing Association for the HE sector - the University Lecturers Association (ULA).
- to keep up to date with policies and developments affecting HE and to draft policies and papers to support the work of ULA.
- to plan, implement and support ULA campaigns, up to and including industrial action.
- to organise the annual conference of ULA.

## 6. **General**

- to deputise and assist in the work of the National Officer (Further Education) as required by the General Secretary or Assistant Secretary (Organisation).
- to attend and contribute to the smooth running of the EIS Annual General Meeting, Council and other EIS meetings/events, as required.
- to undertake such other specific duties as may be allocated by the General Secretary from time to time.

### **Essential Experience, Knowledge and Skills**

1. Knowledge of Scottish education – structures, processes and current key issues, with a particular emphasis on Higher Education.
2. Understanding and commitment to the principles of professionalism, collegiality and trade unionism.
3. Experience of advocacy/representation work on behalf of individuals and organisations.
4. Excellent communication skills – writing reports and letters, speaking to individuals and groups (small and large), listening empathetically.
5. Proficiency in the use of ICT, with skills including use of word processing, spreadsheets and presentation software.
6. Knowledge of the main provisions of employment protection legislation and process.
7. Ability to plan own work schedule and priorities.
8. Full driving licence.

### **It is also desirable for candidates to**

1. Be educated to degree level or equivalent.
2. Have experience in teaching/lecturing or training.
3. Have experience of staff supervision/management.
4. Be familiar with the main provisions of lecturers' terms and conditions of employment.

### **Principal Terms of Employment**

1. The post of National Officer (Higher Education) is a permanent, full-time position based in the Institute Headquarters in Edinburgh. The post-holder will report to an Assistant Secretary in the first instance and will be responsible to the General Secretary for the proper and efficient discharge of her/his duties.
2. The salary scale as at 1 May 2024 is £63,058 - £65,208 - £67,359 - £69,508 -£71,658. Incremental progression takes place on 1 April each year. Under the current agreement between the relevant union and the Institute, these salary values are increased in line with movements in teachers' salaries.
3. The successful candidate will have the opportunity to choose between receiving a car from the Institute or a fixed car allowance as a contribution to the costs of the individual making their personal vehicle available for business purposes.

In accordance with the Institute's sustainability policies, cars provided by the Institute will be either fully electric, or plug-in hybrid.

Where a car is provided by the Institute, a charge will be made in respect of private mileage.

4. The successful candidate will be eligible to join the Staff Superannuation Scheme which currently provides a range of benefits, including age benefits at age 65, ill-health retirement benefits and death-in-service benefits. The employee's current contribution is 9% of salary. The Scheme provides for annual increases in pensions in line with RPI.
5. Appointment to the service of the Institute is subject to satisfactory references and criminal record checks.
6. Officers are entitled to 38 working days' annual leave in the year beginning 1 September. Leave is taken subject to the requirements of the service and with the prior approval of the General Secretary. In addition, there are a number of Public Holidays which fall on specified dates and are to be taken subject to the requirements of the service.
7. In general, the Area Officers are expected to be available for work during core office hours which are 9.15 am to 12.30 pm and 2.00 pm to 4.45 pm from Monday to Friday and are expected to work such hours outwith the core office hours as may be required, within certain parameters. There is no provision for overtime payments.

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8. Absence because of sickness is paid by the Institute on the basis of full salary for a period, followed by half salary for a similar period. Initial entitlement is for one month of full salary, followed by one month of half salary in any period of 12 months, rising after 5 years of service to six months of full salary and six months of half salary. Previous service as a teacher or lecturer counts in the calculation of an Officer's entitlement to sickness allowance.
9. Where deemed necessary by the Institute, assistance with relocation costs will be provided subject to an upper limit of £3,500.

### **Appointment Timetable**

**The closing date for receipt of applications is Monday 3rd June.** It is envisaged that leeting will take place on Friday 14<sup>th</sup> June and that interviews will be held on Tuesday 25 June.