



## **BRITISH ASSOCIATION OF SOCIAL WORKERS**

### **Advice & Representation Officer and Trade Union Official Independent/Agency focus**

**Accountable to:** Service Manager, Advice & Representation (A&R)

**Job role summary:** To deliver effective advice and representation on employment and independent social work-related matters for BASW and SWU .

**Contribute to the ongoing improvement in support, wellbeing and protection services to BASW member by developing the offer to independent and agency social workers.**

#### **Key tasks:**

##### Direct work with members

1. Under the guidance of the service manager, to develop an understanding of the needs of agency and independent social workers and to lead on the development of service provision accordingly.
2. Contribute to the ongoing development of the A&R service with a particular focus on Independents and agency workers. This will include identifying changes and evaluating trends in demand, helping to identify and implement meaningful performance measures for the service and contributing to discussions about service improvement.
3. Provide advice and guidance to independent and agency social workers on matters relating to their place of work and with practise issues where indicated and appropriate.
4. Develop and work with groups of independent and agency social worker to build connectivity and to facilitate ongoing peer support.
5. Build connectivity and collaborate closely with all BASW staff teams and functions as needed, contributing to the integrated development of BASW and improvements to our services for members as a whole with a particular focus on independent and agency social workers.

6. Manage a small caseload of varied complexity, providing employment advice, support, and guidance.
7. Provide direct representation to members of the Association through remote means, or in the workplace where essential, and to act in capacity as Trade Union Official as appropriate for members of the Social Workers Union (SWU).
8. Participate in the duty rota as required, providing advice on a range of employment and regulatory issues recommending to service managers which cases should be allocated.
9. Develop and maintain a working knowledge of employment and other relevant legislation, guidance, and policies relevant to the delivery of advice and representation.
10. Negotiate settlement agreements on behalf of members as needed and provide guidance on the contents of the draft agreement.
11. Identify complex legal issues and seek further advice as required, ensuring all those requiring legal advice are referred to the service managers for decision on next steps.
12. Ensure cases are closed in a timely manner to enable their efficient and effective throughput.

#### Other professional responsibilities

1. To keep your line manager advised on the nature and extent of current workload via supervision, or at other times as necessary, and to work with your supervisor to manage demand, prioritisation and workplace wellbeing.
2. To work with your supervisor to identify your ongoing learning and development needs and to formulate a development plan.
3. Assist in the preparation of reports by providing items of information and data for relevant Committees.
4. Maintain knowledge, skills, and compliance in use of all relevant technologies deployed in the business.
5. Maintain up to date knowledge and information about social work developments in the UK to ensure correct advice is given to members.
6. Work collaboratively with colleagues as a member of the A&R team.
7. The post requires some work outside of normal working hours and occasional travel across the UK including overnight stays.

#### Other responsibilities

1. Implement elements of the Social Workers Union and BASW media strategies, under the guidance and direction of A&R management and relevant communications teams.
2. Work with representatives from other organisations as appropriate.
3. Promote the role of social work and social workers across the UK and recruitment of new members to BASW and SWU.

4. Make presentations and provide training from time to time, within remit of expertise, within and outside BASW and SWU.
5. Contribute to written material about the work of BASW and SWU including information and guidance for members from time to time.
6. Pay attention to own self-care, seeking early support for wellbeing from supervisors/managers, other colleagues, human resources and through BASW's wellbeing scheme.
7. Undertake other duties commensurate with grade and role