

Role: Departmental Rep



Facilities Time: Remission is currently 20 hours per annum, but this may change depending on negotiations at JNCC in October.

Current Role Holders: See list of Departmental Reps - ucu.lboro.ac.uk/departments-reps

***Please Note:** The below list is an example of what your Reps role could entail. Not all these examples are mandatory and additional parts to the role could be added by the role holder.*

Core Duties and Responsibilities:

New Members – Introduce yourself and explain your function to all new members in the department or immediate workplace. Explain the role of the union to new members. Support the branch committee's recruitment work by sharing information about the work that the union is doing in your area with non-members.

Complaints – Investigate all complaints made by members and pass on to the Personal Casework Co-ordinator (Andrew Dix – a.dix@lboro.ac.uk) if they cannot be resolved informally. Attempt to deal with complaints that are not grievances with informal discussions with managers, union members, or members of the union executive. Keep the Personal Casework Co-ordinator informed about all complaints and how each has been dealt with. Pass on complaints about the union and about any barriers to union activity to the committee. Act as a referral agent for members with personal problems that require expert assistance.

Member Engagement – Keep members informed about important settlements made by the local association. Encourage members to attend meetings where negotiating issues will be discussed. Pass on the members' priorities to the committee. Ensure that the members are informed about all membership meetings and about important items being discussed at these meetings.

School/Dept Engagement – Meet regularly with your Dean and/or Director of Staffing and consult with your members on proposed changes to processes or working practices so you can reflect their views in these meetings.

Notice Boards - Keep union bulletin boards in your department up to date with the assistance of the Branch Organiser/Administrator.