******

**Scottish Trades Union Congress**

**Job Description and Person Specification**

**Director of Operations**

**Remuneration:** £51222 (plus defined benefit pension scheme with employer’s contribution of 26.8%)

**Location:** Suite 11 Red Tree Business Suites, 24 Stonelaw Road, Rutherglen, G73 3TW until approx. November 2020 with relocation thereafter to a purpose-built new centre in Landressy Street, Bridgeton, Glasgow.

**Reports to:** STUC General Secretary

**Job purpose:** Working very closely with the General Secretary, **t**he Director of Operations is a key member of the five-strong STUC Management Team, responsible for management and leadership of STUC Operations including Finance, Facilities Management, HR and Staff Training and Development.

The Director also provides advice and administrative support relative to the STUC’s high-level legal and regulatory obligations, particularly in relation to internal administration of the employer’s Pension Scheme obligations and the Pension Trustee Board and also Companies House Registration for the STUC’s trading and operating arm, STUC Training Limited.

The STUC will be relocating to Landressy Street in Bridgeton when their new, purpose-built Centre is completed later this year. This Centre offers income generation potential via operation of a conferencing business.

This successful business was formerly operated at the old STUC Centre Glasgow’s West End but is currently paused whilst the STUC awaits completion of their new accommodation on the Landressy Street site. Re-establishment of this business and maximisation of income generation will be an important element of the Director’s remit.

**Responsibilities**

1. **Financial Management**

* To provide direct line management for the Finance Manager and to generally oversee the activities of the Finance Team and financial operations of the STUC
* To support and to play a key advisory role in determining the budgets allocated to STUC teams, in consultation with the Deputy General Secretaries and the General Secretary and subject to approval by the General Council,
* To agree and maintain a Financial Scheme of Delegation and to monitor and authorise expenditure in line with that Scheme.
* To ensure the preparation of annual accounts relative to the STUC, STUC Training Ltd and the STUC General Council Staff Pension Scheme and to report to and to advise the STUC Annual Congress; the General Council; and the STUC Equality Conferences Committees on the financial activities and financial performance of the organisations.
* To support the annual audit processes, liaising with the STUC Auditors where appropriate

1. **Administrative and Governance Responsibilities**

* To act as secretary to the STUC General Council Staff Pension Scheme and its Trustee Board, organising and administering meetings of the Pension Trustees and generally ensuring that Pension Regulatory and governance matters relating to the Scheme are discharged effectively and efficiently,
* To act as the organisational first point of contact between the Scheme Administrators (Royal London), the Scheme Actuaries (Mercer), the Scheme Auditors (Watson &Co) and Scheme solicitors – providing instructions as required to effect the efficient discharge of duties
* To ensure organisational compliance with applicable legal and regulatory provisions – particularly in relation to Employment law; Tax law; Pension regulations and laws; Financial reporting and auditing; Data Protection regulations and law and health and safety legislation and regulations.
* To support the General Secretary with Company Secretary duties relating to STUC Training Limited.

1. **HR and Internal Administration**

* To discharge and to manage the HR function, providing advice, guidance and support in relation to HR matters thereby ensuring that the STUC deploys model employment practices in line with Fair Work principles.
* To manage and promote workforce equality and diversity strategies and ensure that recruitment and retention meet the operational aims and objectives of the STUC.
* To co-ordinate, manage and monitor training opportunities for staff and to deliver a positive culture of learning and development in line with internal Policy and in partnership with the GMB Learning Rep and JNC,
* To organise and to attend Joint Negotiating Committee meetings with the recognised staff union (GMB).

1. **Facilities and Event Management and Management of Conferencing Business Activities**

* To manage STUC facilities ensuring provision of a safe working environment.
* To maintain a facilities risk and maintenance register and to commission repairs and maintenance timeously.
* To manage STUC utility contracts to secure best value.
* To manage and to grow the income generation strategy for the STUC via the conferencing business and associated activities.
* To directly line manage Facilities and Administrative staff.
* To direct and oversee organisation of the STUC Annual Congress.

And generally, to undertake such other duties, commensurate with the role and salary, as may reasonably be agreed with the General Secretary.

**PERSON SPECIFICATION**

**ESSENTIAL CRITERIA**

* Previous work experience gained in an Operations management role.
* Proven HR knowledge and understanding and staff learning and development pedagogy.
* Knowledge and understanding of Pensions Regulation and administration of a Pension Trustee Board or the ability to acquire such knowledge and understanding.
* Knowledge and understanding of Companies House Registration OR the ability to acquire such knowledge and understanding.
* Proven high-level administrative skills together with the ability to analyse, to understand and to present complex information to diverse internal audiences.
* Proven experience of organisational governance matters, including financial knowledge and probity, with demonstrable ability to manage complex financial operations and to budget set and monitor.
* Ability to work co-operatively and positively as part of a team whilst role-modelling behaviours that value staff engagement and positive contributions.
* Demonstrable commitment to equality and diversity.
* Commitment to – and some knowledge and understanding of - the Trade Union movement generally and of the Scottish Trade Union movement more particularly.

.**DESIRABLE CRITERIA**

* General knowledge and understanding of Equality legislation and equality mainstreaming; and Health and Safety legislation.
* A history of trade union lay activism or work experience as a trade union official.
* A relevant undergraduate degree and/or HR CIPD qualification.
* Experience of job evaluation scheme/s and their application
* Project Management experience and skills
* Proven negotiation and conflict management abilities.
* Proven ability to plan, implement and deliver an organisational operating plan.
* Knowledge and understanding of the Fair Work Convention and the Fair Work Framework – of the STUC’s role within this, and of the Scottish Trade Union movement’s approach to both.