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Vacancy Rochdale UNISON Assistant Office Administrator

25 hours per week Worked: Tuesday 4 hours, Wed – Fri 7 hours each day
(UNISON full time is 35 hours per week)

UNISON Grade 9 £20,546 - £21,656 pro rata

Rochdale UNISON wish to appoint to the above vacancy.

The purpose of the job is to provide professional administrative, secretarial, clerical and information technology support within the Branch Office and to provide basic information to members.

The Branch require somebody to work 25 hours per week as a minimum but during busy periods and holidays there may be a requirement to work more hours for which the correct remuneration will be awarded.

The successful candidate will be employed on UNISON Terms and Conditions of Service not Rochdale Councils.

Do not send a CV. For an application form, job description and person specification contact the UNISON office at 46 Richard Street Rochdale OL11 1DU or e-mail unison@rochdale.gov.uk or telephone 01706 925952.

Alternatively please visit www.unison-rochdale.org to download the forms.

Closing date for applications 12 noon Monday 24th October 2016.

Pension Funds Guide

Unison has produced a Local Government Pension Funds Guide which is available to download [here](#).



If you require a printed copy, please speak to your rep or ring the branch office.

Three simple ways to join UNISON today:

www.joinunison.org

Call UNISON

0800 171 2193

Fill in the form on the back and send it to the address below

Rochdale UNISON, Branch Office, 46 Richard Street, Rochdale, OL11 1DU

UNISON Opposes Cuts to Terms and Conditions

Rochdale UNISON is opposed to the proposals for further cuts to your terms and conditions announced by the council in September.

Sick pay

Once again the council are seeking to cut your right to sick pay. The current agreement gives you the right to up to 4 months full pay and 4 months half pay if you have worked for the council for 3 years. If you have 4 years' service you are entitled to 5 months full pay and 5 months half pay. If you have been with the council for 5 years you would be entitled to 6 months full pay and 6 months half pay. This is a national agreement that applies to local authority staff throughout the UK.

The council now want to restrict sick pay to a maximum of 3 months full pay and 3 months half pay. Very few people are off work for more than three months. By introducing these changes the council will not save a large amount of money. But they will make life harder for a small number of very ill council workers. Cancer patients, people with neurological diseases and mental health problems will all suffer. Serious illness is hard enough for individuals and their families to endure without the added stress of financial hardship.

Unpaid leave - Permanent pay cut

For the past 4 years we have been forced to take unpaid leave. This has meant that in Rochdale the average council worker has lost 1.25% of their pay each year. This is on top of Government pay freezes and below inflation increases that have led to a pay decrease of 20% in real terms since 2010. Effectively we are working every Friday for free.

Now the council want to make the unpaid leave arrangement permanent. Mortgages and rents are not going down. Childcare costs haven't decreased by 1.25%. The cost of transport, gas, electric and food are all going up. Car user allowances, weekend and evening rates and shift allowances have already been cut. Now we are supposed to swallow a permanent cut in our wages.

No progress on increments

Once again incremental progression has been frozen for another year. The council then propose to re-instate it for the following year, but freeze it on alternative years. At this rate some people who started working for the authority in 2012 will still not have reached the top of their pay grade by 2022. No wonder the council struggles to retain experienced workers.

We encourage every member to make their voices heard through the consultation period. UNISON will be opposing these attacks on your terms in our meetings with management. If you are not a member you should join and ask your colleagues to join. We need to stand together.

Apprenticeship Conference NW: Building Your Confidence UNISON Regional Centre, Manchester, Monday 7th November 2016

UNISON is offering a 1 day conference for apprentices – both those in UNISON, and those not in a union (yet). If you are interested in attending the conference, please contact the branch for an application form. Please note, you would have to attend the event in your own time.



A draft agenda for the event is below:

- 10:30 Introduction
- 10:50 Icebreaker
- 11:00 Apprenticeship discussion workshop: Question prompts: What's it like to be an apprentices? What are the difficulties? How Can a ULR help?
- Group feedback
- 12:00 ULR/organiser to discuss how UNISON can support an Apprentice.
- 1pm Lunch
- Workshops could possibly run as one group or rotate the workshops but that would require three facilitators. Each one could last 45 minutes.
- 2PM Workshop One: What are your Goals?
- 2:50 Workshop Two: Tips for writing Application
- 3:40 Workshop Three: The Big Day: Preparation for Interview

Pay Offer Accepted—Youth & Community JNC

The consultation of UNISON members covered by the Youth and Community JNC, the Pink Book, has been completed. **UNISON members have voted to accept the pay offer, with 71% voting to accept, 29% voting to reject, and no spoiled ballot papers.** As the other trade unions in the JNC (Unite, UCU and the NUT) have also accepted the pay offer, it will now be implemented. It is effective from 1 September 2016.

The final pay settlement is as follows:

From 1 September 2016:

The deletion of pay point 1
£300 (2%) on pay point 2
£300 (1.9%) on pay point 3
£250 (1.5%) on pay point 4
£200 (1.2%) on pay point 5
1% on all other pay points
1% on London and Area allowances

From September 2017:

£300 (1.93%) on pay point 2
£300 (1.86%) on pay point 3
£250 (1.50%) on pay point 4
£250 (1.45%) on pay point 5
1% on all other pay points
1% on London and Area allowances

The settlement also includes:

Further discussions, "on a without prejudice basis", through the JNC Joint Secretariat, on ways in which the employers could assist with providing advocacy for youth services and services for young people.

Consideration of the issue of evening work as part of discussions on work-life balance at Joint Secretarial level.

Join UNISON – essential cover if you work in public services

Return to: UNISON Rochdale, 46 Richard St, Rochdale, OL11 1DU

1 Tell us about you

Title	First name		
Surname/family name	Date of birth / /		
Home address			
Postcode			
email			
Phone number (please indicate if home, work or mobile)		National insurance number (from your payslip)	

Please give your ethnic origin: (*tick one box*)

☐ Bangladeshi	☐ Pakistani	☐ Black African	☐ Black UK	☐ White UK
☐ Chinese	☐ Asian UK	☐ Black Caribbean	☐ Black other	☐ Irish
☐ Indian	☐ Asian other			☐ White other

2 Tell us about your job

Employer's name
Your job title/occupation
Workplace name and address
Postcode
Payslip number (from your payslip)

1 Tell us about you	
Title	First name
Surname/family name	
Date of birth / /	
Home address	
Postcode	
email	
Phone number (please indicate if home, work or mobile)	
Please give your ethnic origin: (tick one box) ☐ Bangladeshi ☐ Pakistani ☐ Black African ☐ Black UK ☐ White UK ☐ Chinese ☐ Asian UK ☐ Black Caribbean ☐ Black other ☐ Irish ☐ Indian ☐ Asian other ☐ White other	
National insurance number (from your payslip)	
2 Tell us about your job	
Employer's name	
Your job title/occupation	
Workplace name and address	
Postcode	
Payroll number (from your payslip)	

Banks and building societies may not accept Direct Debit instructions for some types of accounts

Banks and building societies may not accept Direct Debit instructions for some types of accounts