

Job description

Assistant General Secretary

Job Title: Assistant General Secretary (AGS)
Department: Secretariat
Responsible To: General Secretary

Purpose

- To assist the General Secretary in leading the Musicians' Union, reporting to the Executive Committee, Delegate Conference and managing the Union's staff.
- To represent the Union within the wider music industry and trade union movement.

Main duties and responsibilities

Secretariat:

- The AGS will be a member of the MU Secretariat and as such part of the senior management team.
- The Secretariat deals with all management issues inter alia internal MU employment matters, financial planning, industrial policy, political issues, trade union issues, union communications, social policy, international issues and prepares high-level reports to the EC on these and other matters.
- Secretariat members act as escalation points for collective bargaining and maintain relationships with organisations with which the Union deals or negotiates.
- The Secretariat will be responsible for disciplinary / grievance issues that might arise amongst the staff and officials of the MU.

Executive Committee:

- The AGS shall attend all EC meetings and report on all issues pertaining to the departments for which they are responsible. They shall also note all EC decisions, action points and movers and incorporate these into the EC minutes.

EC Sub-Committees:

- The AGS may be required to act as Secretary to EC Sub-Committees as required.

Regions and Nations Oversight:

- The AGS has responsibility for guiding and overseeing union policy, activity, and industry interaction in the Regions and Nations through line management of the Regional Organisers. This will involve maintaining an active presence, attending events and involvement in devolved level lobbying activities.
- The AGS (Regions, Nations and HR) shares a Personal Assistant with the AGS (National Depts), though the latter has line management responsibilities for this post.
- The AGS has ultimate responsibility for the activities of the Union's Regions and Nations and for the staff therein.
- The AGS is required to deputise for the General Secretary when needed and must be prepared to lead negotiations with employers / engagers in the Regions and Nations when an escalation point is required.
- The AGS is responsible for the Union's Regions and Nations member-facing events strategy, ensuring consistency of provision and high-quality across the six MU Regions and Nations. The AGS will also help to highlight Regional news stories to members.
- The AGS has ultimate responsibility for human resources including managing any external HR providers. This includes oversight of recruitment and talent management as well as negotiation of staff terms and conditions in consultation with the GMB Group.
- The AGS will be expected to represent the MU on Music Industry and trade union bodies such as UK Music, CMM, FEU and the Performers' Alliance.
- The AGS will be required to take on public speaking roles and represent the Union in campaigns and in the press.

Internal / Member Benefits:

- The AGS is responsible for managing the Union's range of members' insurances.
- The AGS belongs to the Legal Panel which determines the level of Union support for members' claims.

Administrative:

- The two Assistant General Secretaries will be responsible for the administration of all Union elections, and for ensuring all annual Certification Office requirements are complied with.
- The AGS will meet regularly with the staff union representatives and will endeavour to deal with any resulting staff issues.

Budgets:

- The AGS shall have ultimate responsibility for all Regions and Nations department budgets and spending, and for budgets related to Human Resource matters.

Political:

- The AGS may accompany and / or deputise for the General Secretary at meetings with politicians, researchers and journalists and deputise at meetings of the Trade Union, Labour Party Liaison Organisation (TULO) as required.
- The AGS will speak on broader political and trade union issues when required.

Trade Unions:

- The AGS may deputise for the GS at TUC and GFTU meetings, working groups and conferences as required.

International:

- The AGS will be expected to take part in high-level meetings through the auspices of FIM, to undertake international speaking engagements and take part in international conferences as required.