

**The only news worth reading, from UCL UNISON —Your friend in the workplace**



## ARE YOU READY FOR HERA?

**JOB EVALUATION NOW UNDER WAY AT UCL**

**October 1st saw the start of the HERA evaluation throughout UCL, which is to be rolled out over the next 6 months.**



**All departments will have been evaluated by March 2005**

***See inside for further details***

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### NEXT BRANCH MEETING

**Wednesday  
3rd November 2004  
Council Room  
1-2pm**

The new UNISON Regional Secretary, Linda Perks, will introduce herself and join the meeting as an invited guest speaker.

Please send any items for the agenda by Friday 29th October.



Send by internal mail to:-  
Wendy Biggin,  
c/o UCL UNISON Office, Room118,  
Brook House,  
2-16 Torrington Place,  
LONDON WC1E 7HN

Or email: w.biggin@ucl.ac.uk

## **UNISON, UCL Branch**

### Advice to UCL Members on Completing Job Description Outline Forms for HERA

At some point between the beginning of October 2004 and the end of March 2005, you will be asked to complete or sign off a job Description Outline form.

#### **DON'T PANIC!**

The form contains prompt questions to help you think about your job and identify the information that you need to include.

This document provides some supplementary advice to assist you.

Attend the briefing sessions being run by the Job Evaluation Team. If you have any queries, you can contact their helpline ([pfhelp@ucl.ac.uk](mailto:pfhelp@ucl.ac.uk), 020 7679 9789, #09789). The team is a mix of HR personnel and trade union reps from Amicus, AUT and UNISON.

You can obtain further advice from one of our reps if needed. Contact Jane Ferrie [j.ferrie@public-helath.ucl.ac.uk](mailto:j.ferrie@public-helath.ucl.ac.uk) ext 45643 (020 7679 5643)

### **General Advice**

1. Firstly, read through the form and the prompt questions. Do not write anything at this stage.
2. Go back to the start of the form. Do a "brain dump" (in each section put down everything that comes to mind).
3. Leave the form overnight.
4. The following day review the form. Tidy up prose, spelling and grammar. Add anything that you had forgotten to include.
5. If the box provided does not have enough space, put "Continued" and go to the additional sheets at the end of the form and record the rest of your information.

If you think you have already covered a section under a previous entry, you can refer back to that (eg "See also Communication")

## **Specific Advice**

The first three sections of the form set the context of the job, which assists the panel scoring it.

### **A Working Context**

Describe what your department does (teaching, research, providing a service to college), and how it fits into college structure. You should also include information about the size of the department and how many students or "customers" it handles.

### **B Organisation Chart**

Show the line of management between yourself and the head of Department/Division. Use job titles rather than names. Also show anyone you are line manager for. It is a good idea to indicate how many other people are on the same level as yourself under the same line manager.

### **C Job Purpose**

What do you do? Do you provide a service to the College? Describe your job in general term (eg Responsible providing a service at college).

### **The HERA Elements**

In these sections, the scoring panel will be looking for examples of what you do, and will be assessing the quality not the quantity. Think of examples that show the range of levels that you work at within each section (but emphasise the more complex ones).

#### **1. Communication**

This is the "how" and the "what"

Oral – what verbal communications do you have? Do talk to people verbally or on the phone (eg. Receive queries on phone from both internal and external agencies, or do you talk to students/staff/departments on a regular basis)? Do you receive instructions verbally from supervisors or managers

Written – includes all non-verbal communication (written, computer, graphics, Braille). Do you have to read instructions or memorandums from managers? Do you have to write them? Do you have to file reports? Do you have to use e-mail or the web or write letters?

#### **2. Teamwork and Motivation**

This is looking at the role you play in teams. Are you a team member or a team leader? If not a team leader, are you a senior member that other team members go to for advice? What teams are you in? Examples include work groups e.g. porters

#### **3. Liaison and Networking**

This is the "who" and the "why"

Who do you have contact with outside your immediate work team? What is the purpose of the contact? Are you on any outside bodies that are a requirement of your job? Are you on any Faculty or UCL Committees or working groups?

#### 4. Service Delivery

We all provide a service. It may be providing cleaning offices or providing administrative support for a department, it could be on an issue desk in a library.

Do you provide a standard service or do you adapt it to specific circumstances? Who sets the standards expected for your work? Do you have to be proactive in providing the service.

#### 5. Decision Making

Think about what decisions you are involved in and the levels of authority involved. Also think about what impact the decisions will have. Is the impact restricted just to your team, or would it affect the whole of UCL? Is anyone else involved in the decision? Do you ever advise or make recommendations to other decision makers?

#### 6. Planning and Organising Resources

Do you manage people, facilities or budgets? Do you follow a strict work schedule set down by a manager or do you organise your own schedule? Do you manage projects? Many staff organise their own work with minimal interference from management, you need to state this on the form.

#### 7. Initiative and Problem Solving

Do you have to deal with hazardous situations which need to be dealt with care and efficiency e.g. Security staff calling the emergency services to attend an incident? What other problems do you have to deal with? How do you deal with them?

#### 8. Analysis and Research

This doesn't just cover staff working in research labs. Do you have to look things up on the internet or from other sources? Do you need to investigate e.g. library assistants would need to research the whereabouts of a book a student was trying to find. Do you have to analyse data or accounts? Who determines what you need to research?

#### 9. Sensory and Physical Demands

Does your job involve strenuous work (eg. load carrying)? Do you have to work in awkward spaces? Does your job require manual dexterity? Do you use a computer more than 50% of the day? Is your work involve long periods of physical exertion e.g. Security staff doing patrols.

#### 10. Working Environment

This covers the type of area you work in and any safety responsibilities you have. This will include things like Departmental Safety Officer (DSO), First Aider and Fire Marshal (please note it is presently a matter of negotiation between UCL and the trade unions whether these types of roles are to be evaluated – members are advised to include them anyway so as not to sell themselves short) Do you work

outside or indoors? Do you work mainly in an office? Do you have any responsibility for safety management (e.g. DSO, writing risk assessments)? Do you require protective clothing?

#### 11. Pastoral care and Welfare

Do people come to you with problems? How do you handle them – yourself or by referring to others?

#### 12. Team Development

Do you have to induct new staff? Do you have to provide training to members of your team? Do you assess training needs of other staff?

#### 13. Teaching, Training and Learning Support

This covers provision of training to staff outside your immediate team, teaching of students, production of teaching materials. Do you prepare the content or deliver content produced by someone else? Who determines what needs to be taught?

#### 14. Knowledge and Experience

List the qualifications, experience (level and type, not length), and skills/competences necessary for someone coming into the job.

The last page of the form helps the scoring panels to identify the frequency and main focus of your job for particular HERA elements.

#### Main Tasks

Think about the main areas of your job. How much time do you spend doing certain duties?

#### Occasional Tasks

These are tasks that you do maybe once a quarter or once a year, which are important. For instance, any work around exam time e.g. porters setting up desks, annual staff development reviews, annual stock-take or inventory.

**PLEASE NOTE:-** For the majority of multiple role holders in manual sections e.g. cleaners, porters, security & catering staff UNISON has been able to agree with UCL that interviews should take place with a sample. The notes from these interviews will then inform the content of a JDO, which will be completed by the manager. All staff should have the opportunity to check and discuss the content of this JDO to ensure that it is an accurate description of their job- as this form will need to be agreed and signed off by all post-holders

#### Roll Out for November is:-

Faculty of Clinical Sciences

#### Roll out for December is:-

UCLU, Faculty of Engineering, Provosts Office, Academic Services, Bloomsbury Theatre, UCL Business, Graduate School, Faculty of Built Environment, Eastman Dental Institute and Internal Audit Services. Info about dept and corporate briefing sessions are on the following site:

[www.ucl.ac.uk/payframework](http://www.ucl.ac.uk/payframework)

# Downings Road Moorings Saved

By Andre Burbidge

The Downings Road Moorings, near Tower Bridge, is an active floating community of affordable housing, including many key workers, with links to the local community of Southwark, and are one of the oldest moorings in London.

Southwark Council planned to evict this community on the basis that the boats were visually detrimental and did not have planning permission for residential use. It may be no coinci-



dence that luxury flats overlook the site. Throughout the UK there are floating communities under similar pressure, often when the former industrial sites where they are situated attract the attention of developers. Legal rights are often unclear.

A campaign was set up which attracted widespread and diverse support. UCL UNISON donated £50 to this campaign.

A public enquiry recently overturned the Eviction Notices and granted formal planning permission, thus enabling the community to stay on a more secure basis.

### Recruitment– from UNISON Higher Education Service Group Committee

The committee received a report on the national recruitment figures in higher education and agreed that we need to maintain this as a key priority in the coming year. It is clear that lots of good recruitment initiatives are taking place in branches and we'd like to hear about them. The committee has decided to relaunch the Maggie McManus recruitment prize and will be writing shortly to branches to seek reports of good organising campaigns in higher education.

**Note from branch:** don't forget our recruit a member get a tenner!

# WEIGHT concern



working for the physical and psychological health of overweight people

Do you want to lead a healthier lifestyle and learn to manage your weight?

The charity Weight Concern has new "Shape-Up" groups starting in November to be held at UCL. Open to all.

Supportive group sessions to guide you to a healthier life

Shape-Up groups will be held on

Wednesdays, starting 10<sup>th</sup> November at 12.30 or  
Thursdays, starting Nov 11th November at 5.15 pm

The group sessions run for eight weeks.

If interested please contact us on 0207 679 6636, extension 46636, or 41749 for information on joining a group.

**If you work in Estates and Facilities, you may be given time to attend those sessions.**

**Please discuss with your immediate manager.**

**For other departments, please discuss your request with your immediate manager.**

More information on [www.weightconcern.com](http://www.weightconcern.com) or 0207 679 6636

## What is Self-Organization?

UNISON supports and promotes the principle of "self-organization", which encourages members of particular disadvantaged groups such as black and other ethnic minority groups, women, members with disabilities, and lesbian, gay and transgendered people, to organise themselves around issues pertinent to them. National and regional UNISON also promotes self-organization of young members (27 and under).

UCL UNISON has both a Black Members Group and a Women Members Group; these have shown to be highly effective in recruiting new activists and consciousness—raising amongst the membership.

Achievements of the Black Members Group include gaining an investigation into Institutionalised Racism within UCL Security Department, being involved with the UCL Race Equality Review Group, and contributing to the new Staff Survey sent out to staff on the 18th of this month.

The Women Member's Group were involved in the alteration of the UCL maternity leave policy and helping women gain a reimbursement of annual leave owed to them as a result, the UCL flexible working hours policy, campaigning for breast cancer awareness and domestic violence awareness.

UCL UNISON hopes to develop all the self organised groups, particularly Lesbian, Gay and Transgendered members and members with Disabilities.

If you fall under any of these categories and wish to get more involved, please send an email to [unison@ucl.ac.uk](mailto:unison@ucl.ac.uk), or leave a message on the unison voicemail on x46587.

## **UCLUNISON BMG**

The Black Members Group (BMG) was set up in 1998 with its main purpose to address the needs of ethnic minority members of staff within UCL. The group intend to achieve this through their aims and objectives.

The BMG meets on the last Wednesday of each month between 1 and 2pm. Any UNISON member who is of an ethnic minority may attend the meetings. Non UNISON ethnic minority members are also welcomed to attend the meetings in order to find out what the group is about and what could be offered to them. The meetings are informal and open to any discussions.

From time to time the group also holds social functions in order to promote good interaction within the group outside of the working environment. For further details and information on the next meeting, please contact Stephanie Smith on ext 45621



### **UCL UNISON Women Members Group (WMG)**

The WMG has now been running in its current format for just over 2 years; the group has shown itself as a powerful and effective resource for raising all issues relating to sex discrimination, sexual and gender harassment, and gynaephobia within UCL, the trade union movement, and society in general. The group meets every 2<sup>nd</sup> Wednesday of the month; all women members are invited to come along and raise issues of importance to them. Next meeting:-

Wednesday 10th November 1-2pm, Committee Room

For further information; Please contact Wendy Biggin on ext 09454(am)/37091(pm)

# WHO'S WHO IN UCL UNISON BRANCH

**Branch Officer Posts:**

★ Black Members Officer	(VACANT)	unison@ucl.ac.uk
★ Chair	Wendy Biggin	w.biggin@ucl.ac.uk
★ Communications Officer	Paola Stillone	p.stillone@medsch.ucl.ac.uk
★ Disabilities officer	(VACANT)	unison@ucl.ac.uk
★ Education officer	(VACANT)	unison@ucl.ac.uk
★ Entertainments	Alex Molade	unison@ucl.ac.uk
★ Equalities	Sarah Alleemudder	s.alleemudder@ucl.ac.uk
★ Health and safety	Sam Atack	s.atack@ucl.ac.uk
★ International (joint)	Paola Stillone	p.stillone@rfc.ucl.ac.uk
★ International (Joint)	Colum Mc Dermott	colummcdermott@hotmail.com
★ Manual staff Officer	Cleveland Davies	unison@ucl.ac.uk
★ Membership	Stephanie Smith	s.smith@public-health.ucl.ac.uk
★ Minutes	(VACANT)	unison@ucl.ac.uk
★ Lesbian, Gay and Transgender	[VACANT]	unison@ucl.ac.uk
★ Retired members officer	(VACANT)	unison@ucl.ac.uk
★ Recruitment Officer	Alex Molade	unison@ucl.ac.uk
★ Secretary	Tom Silverlock	t.silverlock@ucl.ac.uk
★ Treasurer	Andre Burbidge	andre.burbidge@lshstm.ac.uk
★ Vice-chair	[VACANT]	
★ Welfare (joint)	Wendy Biggin	see above
★ Welfare (joint)	Kenn Brown	see above
★ Women Members (joint)	Wendy Biggin	see above
★ Women Members (joint)	Marcela Wanasen	unison@ucl.ac.uk
★ Young person's	Hazel Crossley	h.crossley@ucl.ac.uk
<b>Shop Stewards</b>		
★ Library Services	Wendy Biggin	see above
★ LSHTM	Andre Burbidge	see above
★ Porters	Rob Connell	r.connell@ucl.ac.uk
★ Student Residences	Kenn Brown	see above

★ Security	Isaac Aresa	unison@ucl.ac.uk
★ Security	Khalid Inayat	unison@ucl.ac.uk
★ Refectory	Mary Guidera	unison@ucl.ac.uk
★ ICH Porters	Bill Savill	unison@ucl.ac.uk

**Workplace reps:-**

★ HCS	Sarah Alleemudder	see previous column
★ ISD	Hazel Crossley	

**Safety Reps**

★ Civil Engineering	Marie Parker	m.parker@ucl.ac.uk
★ Library Services	Wendy Biggin	see previous column
★ Estates and Facilities	Tom Silverlock	see previous column
★ HCS	Sarah Alleemudder	see previous column
★ Residences	Sam Atack	see previous column
★ Residences	Colum McDermott	see previous column

**Acredited Learning Reps**

★ Sarah Alleemudder	see previous column
★ Wendy Biggin	see previous column

**Delegates to Committee for Equal Opprtunities**

★ Sarah Alleemudder	see previous column
★ Marigold Nunes	unison@ucl.ac.uk

**Health & Safety Co-ordinator**

★ Sam Atack	See previous column
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**HERA Reps**

Sarah Alleemudder, Andre Burbidge, Hazel Crossley, Jane Ferrie, Wendy Biggin, Maria Cotera, Marie Parker, Bill Savill, Rob Connell Sean Lewis

If you have any news or views you would like to see in *UNI news*, send them to:  
[unison@ucl.ac.uk](mailto:unison@ucl.ac.uk)

**Deadline for next issue 12004**

*This newsletter is published by UCL UNISON inc.*

*London School of Hygiene and Royal Veterinary College*

Everybody needs a helping hand at work sometimes.

Join **UNISON** — Britain's biggest union to get your voice heard. From negotiating better pay and conditions to supporting you in cases of disciplinary or grievance issues, advice on health and safety or education and training, your **UNISON** branch is there to help you. Joining **UNISON** gives you access to a great range of membership benefits and offers too.

Join **UNISON** — altogether a better union.

To Join contact your local **UNISON** rep, e-mail; [unison@ucl.ac.uk](mailto:unison@ucl.ac.uk) or telephone 020 7679 6587 (internal extension 46587) leaving your name, department and contact details

If you know someone who is interested in joining **UNISON**, please

Pass *UNI news* or this slip on to them.

Or call the **UNISON** recruitment hotline on 0800 70 70 77

