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### Overview

This unit is appropriate for you if your role involves:

1. advising and supporting those who are negotiating with employers

The activities you are likely to be involved in:

1. supporting negotiations with local employers or making contributions to national negotiations if appropriate
2. identifying information from appropriate sources which will assist local negotiations
3. preparing background papers and cases which can be used in negotiations, including preparing financial information on the company and local market
4. assessing employer attitudes
5. identifying useful precedents to assist negotiating position
6. supporting representatives during negotiations to develop and adapt a strategy in relation to roles and responsibilities of the team, target objectives and bargaining range
7. helping members evaluate offers and their consequences

The elements are:

1. obtaining, interpreting and summarising information to support negotiations
2. advising on the conduct and strategy of negotiations
3. advising and contributing to negotiating teams

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### Performance criteria

*You must be able to:*

#### **Obtain, interpret and summarise information to support negotiations**

- P1 identify, consult regularly and summarise accurately relevant sources of information for supporting negotiations
- P2 obtain, analyse and regularly update valid and reliable economic and financial information on relevant organisations
- P3 consult regularly with colleagues and representatives to provide accurate local information on comparative terms and condition
- P4 where additional information is required, consult appropriate specialists and provide them with unambiguous requests
- P5 refer relevant information to senior officers of the union for use in negotiations

*You must be able to:*

#### **Advise on the conduct and strategy of negotiations**

- P6 provide representatives with relevant and accurate information which will support the negotiation
- P7 summarise favourable supporting information in a manner, format and style which provides a justifiable and reasoned argument
- P8 provide representatives with advice to enable them to make a realistic judgement of the likely response of the employer
- P9 agree a negotiating strategy, based on a realistic assessment of the strengths and weaknesses of the union and employer, with the negotiating team
- P10 provide representatives with advice on planning processes which conform to existing procedure agreements, timetables and submission procedures
- P11 encourage representatives to consult with, inform and involve members in pursuance of agreed priorities

*You must be able to:*

#### **Advise and contribute to negotiating teams**

- P12 make sure tactics are agreed for the process of negotiation which are designed to maximise the chance of success within constraints and local circumstances, and that representatives are advised
- P13 adopt established negotiating conventions and make sure they are only broken in instances where alternative action is likely to further the claim
- P14 make sure that written notes on the progress, points of agreement and outcomes of the negotiations are complete and accurate
- P15 make sure that tactics are modified to take account of progress made, the team's assessment of the likely outcome of the negotiation, and the anticipated response of the employer and members
- P16 compare responses and proposals from the employers with anticipated best results, and accept and confirm in writing if they meet expectations

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- P17 recommend and agree realistic contingency action with representatives in the event of a failure to agree with the employer
- P18 clearly convey the outcomes of the negotiations to members

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### Knowledge and understanding

*You need to know and understand how to:*

#### **The nature and role of workplace negotiation**

- K1 identify and apply the union's policy on negotiation
- K2 identify and access information and sources of support in relation to workplace negotiation

#### **Principles and concepts**

- K3 identify and make effective use of a range of negotiating and communication skills during negotiations
- K4 offer advice effectively to representatives and members
- K5 interpret company reports and accounts
- K6 produce a justifiable and reasoned argument
- K7 make use of established negotiating conventions and when they might be broken

#### **External factors influencing workplace organisation**

- K8 identify relevant employment law and codes of practice which apply to union work place organisation and negotiation

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