**The Growth Company**

**Role Profile – Employee Consultative Committee (ECC) Representative/ Manager Representative**

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| **Job Title:** ECC Representative/ Manager Representative | **Date:** December 2023 |
| **Reporting Line:**  | N/A | **Job Level:** | N/A |
| **Department:** |  | **Business Area:** | BS and BFCFA/ (GC Insights from April 24)CS – Finance/ Internal Audit/ Legal, Bus Development, Internal Marketing, Cleaning and Facilities, HR/ OD/ Payroll, IT, CEO officeGC Education and SkillsGC EmploymentMarketing Manchester/ MIDAS |

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| JOB PURPOSE |
| To represent the views of GC colleagues and managers, by providing effective information sharing and consultation with other representatives, work colleagues, HR and SLT/SMT. |

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| **KEY RESPONSIBILITIES**  |
| To fairly and objectively represent and share constructive feedback on matters arising within their business units, even where this may conflict with their own personal feelings or beliefs. This will be achieved by:* Establishing two-way communication between colleagues and GC’s leadership on relevant people and OD initiatives, by seeking to consider multiple perspectives.
* Through communication with colleagues, identify areas for discussion at meetings (based on collective and individual discussions); contributing to agenda setting in preparation for meetings.
* To prepare for (reading papers; gathering feedback where necessary from colleagues) and attend regular ECC meetings, showing commitment and leadership within their role.
* Provide constructive feedback and input to matters raised at the ECC meetings.
* Be able to identify with business issues as part of the information and consultation process.
* To fairly and objectively represent the views and opinions of all parties, even where this may conflict with their own personal feelings or beliefs.
* Consult and cascade information in their representative area and obtain views and feedback on the matters arising.
* Ensure that relevant information is disseminated to colleagues, providing clarity where needed to ensure understanding.
* Ensure confidentiality is maintained where sensitive information about colleagues is being discussed.
* Facilitating and enabling consultative discussions within local business units on matters identified in the terms of reference.
* Supporting colleagues where requested during formal HR processesprocess e.g. Restructure/ Tupe/ Disciplinary or Grievance etc.
* To undertake specific responsibilities as allocated by the Lead ECC representative.
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| **KNOWLEDGE, SKILLS AND EXPERIENCE** |
| **Skills:*** Excellent communication skills (both listening and speaking)
* Ability to interact with people across all levels of GC
* Ability to establish and maintain excellent working relationships with peers, other representatives and management
* Ability to deal with people and information in a confidential and sensitive manner
* An appreciation and understanding of colleagues issues and concerns
* Ability to associate with business requirements
* Adaptable and flexible; able to cope with changing and competing priorities and direction

**Personal Style:*** The ability to understand, demonstrate and apply the GC values: Make a positive difference, Stronger together, Empower people, Do the right thing, Build on success
* Committed to positive change and development
* Passionate to represent colleagues views
* Ability to challenge and provide justification for such challenges
* Professional and credible style
* Solution focused attitude
* Warm, pleasant demeanour
* Professional and articulate
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