TSSA London Underground Stations and Revenue Level 2 IR and H&S (full-time release) Representatives: Key roles and responsibilities

Whilst IR and H&S Reps have designated roles, all Level 2 TSSA Reps in London Underground are expected to work together collaboratively and as a team. All TSSA Representatives are responsible for supporting members and for growing the union's membership.

Members taking up the position of TSSA Level 2 IR and H&S Rep in London Underground are expected to act in line with the following duties and responsibilities:

- Act in accordance with TSSA policies and in the interests of TSSA members, including regular attendance at branch meetings.
- Keep your TSSA Stations and Revenue branches and officers regularly updated on the matters that you are dealing with and the work you are undertaking in your role.
- Maintain regular contact with the TSSA Full-time Officer(s) covering London Underground and keep them informed of matters you are dealing with as a TSSA Representative.
- Keep members regularly updated on key issues and the work that you are undertaking in your role as a TSSA Representative. This should include regular communications by WhatsApp, email, notice boards and attendance at Staff Side meetings with your TSSA Organiser.
- Work with Stations and Revenue Branch Officers and members to increase membership within the Branch.
- Work with other TSSA Representatives – Local, Functional, Industrial, Health & Safety, and other – to promote TSSA, raise our visibility within stations and revenue grades and grow our membership in London Underground.
- Be an ambassador for TSSA in stations and in revenue, always displaying our values and behaviours.
- Work with members and local reps to ensure that TSSA reps are present, visible and available to members in LU Stations and associated workplaces.
- Recruit new members and Representatives
- Provide support and mentoring to TSSA Local Representatives and activists

- Ensure regular communication and meetings with your fellow Level 2 Stations and Revenue Representatives, including between Level 2 Industrial and Health & Safety Representatives.
- Maximise member involvement/activism.
- Identify campaign issues and help to organise and take a lead in campaigns.
- Organise and hold regular workplace meetings and on-line engagement sessions.
- Encourage members of TSSA to join you in participating in TSSA activities, including Branch meetings, picket lines and public demonstrations.
- Work collaboratively with other Representatives in London Underground, including those in other Functional areas, and with TSSA Representatives in TfL and other employers.
- Undertake training and briefings as necessary to effectively fulfil your role and commit to participate in an agreed and continuous programme of personal and trade union development.
- Undertake collective representation on behalf of members in consultations and negotiations with the company.
- Provide individual support, advice and representation to members.
- Represent and advocate for TSSA members in disciplines and grievances.
- Attend “Get Onboard” on a regular basis (rotation to be agreed with all full-time Stations and Revenue Level 2 IR and H&S Representatives).
- Attend TSSA Stations and Revenue staff side meetings, including joint Industrial and Health & Safety Representatives’ team meetings.
- Inform the TSSA Full-time Officer(s) covering London Underground in advance of any Annual Leave (or other pre-booked leave) you have applied for/is to be taken and inform them of absences due to sickness.
- Ensure that cover in place for meetings or other such events during period of Annual Leave (or other pre-booked leave), if necessary, working with TSSA Full-time Officer(s).

- To act respectfully to other elected members of the Functional teams, Local level Representatives, members, and TSSA paid staff.