

ROYAL BANK OF SCOTLAND
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ROUGH GUIDE TO JAR'S ROUGH GUIDE TO JAR'S ROUGH GUIDE TO JAR'S ROUGH GUIDE TO JAR'S

The role of Jointly Accredited Representative (JAR) is valued equally by the bank and the union. Because of the importance of the role in the relationship between the employer and the union, it's formally acknowledged in a signed agreement between both organisations. JARs are responsible for representing members in disciplinary and grievance procedures, recruiting non-members and carrying out health and safety visits. JARs also provide communication links between ordinary members and the union centrally.

Becoming a JAR can benefit your career considerably by providing you with valuable skills and competencies. A JAR learns skills of advocacy, presentation, research, written and verbal communication. Being a JAR develops your confidence to speak up for and help colleagues and make the workplace a better place to be. You will act as a link between the member and the union by keeping members informed of national issues and letting national representatives know what matters in your workplace. The JAR is the local face of the union.

Line management has a key role to play in making the scheme successful.

They are important in promoting effective employee relations between Amicus and the bank. They need to encourage and demonstrate commitment to the JAR in their workplace. The most effective JARs work with their line management to build a good employment relations in the workplace, using problem solving skills. There are many examples across the bank where a JAR and their line manager have resolved employees' concerns with win-win solutions.

There will be reasonable adjustment of individual targets to reflect the time spent by the JAR on their duties. A system is in place to ensure such targets are reduced accordingly.

The initial training will provide you with the knowledge and skills to undertake the role. This will consist of three days on disciplinary and grievance handling, recruitment and other skills needed for the role, followed by two days on health and safety and equality matters. After that you will be supported by the union's full time staff and for the first three months you will have a seconded representative to act as your personal mentor. You will also be able to network with existing JARs for information and support.



For further information and to request an application form please contact the Amicus office on 0116 255 5262.

Your union in Royal Bank of Scotland