

## Labour Research Service

### JOB DESCRIPTION

1. Job descriptions do not stand in isolation. They operate within the broader framework of LRS policies, systems, procedures and budget.
2. Job descriptions provide the basis for more detailed work plans and performance indicators.
3. In addition to this job description the employee undertakes to perform any other tasks assigned to her/him from time to time that are broadly within the areas of responsibility outlined.

## Corporate Governance Researcher

### Purpose of job

To assist the LRS in fulfilling its mission of promoting and enhancing the full and active participation of workers in the political and socio-economic activities of South Africa by providing relevant information and research services to trade unions, federations, and any other labour organisations.

### Key Performance Areas (KPA's)

- KPA 1: Commissioned company research (including social responsibility research)
- KPA 2: Contribution to LRS publications
- KPA 3: Development of company research programme
- KPA 4: Communication
- KPA 5: Building LRS culture

#### **KPA 1: Commissioned company research (including (b) social responsibility research)**

##### **1. Design and market company research offering**

- consultation with member unions and Global Union Federations done to establish needs for commissioned work on company research, and needs analysis designed
- consultation with other research services for commissioned work
- develop template / policy for company research offering
- with Director, further offering on multinationals (South African and other) and their behaviour in Africa (and the rest of the South) (also in KPA 3)
- targets set for commissioned work on an annual basis

- targets met and redefined for the following year

## **2. Deliver company research reports**

- company reports completed within agreed timeframe and in an accessible format
- research process ensures validity and reliability of information
- output to be incorporated in development programme for LRS ( KPA 3)

## **(b) Social responsibility research**

### **1. Set, gather and analyse information on targeted companies**

- data analysed to identify recurring patterns, themes and trends in relation to the pre-determined criteria/indicators
- comparative analysis done of levels of achievement in terms of each criterion in the overall set and overall ranking established
- results compared to other 'average' or 'benchmark' companies in the same sector to draw conclusions

### **2. Production of research reports**

- findings written up clearly and concisely in agreed report form and presented to Director for editing and comment (if required)
- final report prepared for presentation to Board and signed off by Director
- copy of report forwarded to Administration for filing
- agreed timeframes adhered to at all times, with permission for any deviation obtained from Director before the deadline date

## **KPA 2: Contribution to LRS publications**

### **1. Bargaining Indicators (BI)**

- Directors Fees report completed in accordance with BI workplan.
- deadlines for review/editing and publication respected, with any production delays timeously communicated
- copies of completed reports submitted for filing and record-keeping

### **2. Bargaining Monitor (BM)**

- Company Profiles completed in accordance with BM workplan.

## **KPA 3: Development of company research programme**

- With Director, further offering on multinationals (South African and other) and their behaviour in Africa (and the rest of the South) (also in KPA 1)
- Develop and communicate database of information on South African Multinational Companies to member unions and Global Union Federations.
- In consultation with the Director, develop corporate governance offering possibly including –
  - a. board and committee structure,

- b. triple bottom line issues - social responsibility, environmental responsibility – response to climate change and impact on workers,
  - c. comparisons to global standards
- Produce documents to feed into company research offering (KPA1)

## **KPA 4: Communication**

### **Core tasks (numbered) and achievement indicators (bulleted):**

#### **4.1 Internal communication**

- preparation for, attendance of and participation in:
  - unit meetings: updates, preparation and presentation of work plans and periodic progress reports, evaluation of work, etc.
  - staff meetings: organisational updates and developments etc.
  - evening seminars and any other events of interest organized by LRS
- liaison with other units/organisational members and admin where support is needed
- submission and discussion of work plans and reports, in line with agreed time schedules, to obtain evaluative comment and feed-back

#### **4.2 External communication**

- liaison and interaction with company management, unions and workers
- preparation and presentation final reports

## **KPA 5: Building LRS culture**

### **Achievement indicators:**

- all work grounded in an allegiance to workers, their organisations and struggles
- commitment to the LRS mission, strategic objectives and participatory work ethic continuously demonstrated
- good standing of LRS enhanced in all external interactions with companies under research, member unions, funders, NGOs and the general public
- supportive and sharing work environment created through inter-personal and inter-unit co-operation
- own and other people's time and work schedules respected, with deadlines taken seriously and contingency plans in place in the event of delays
- ongoing training and development taken on as a responsibility of both the individual and LRS
- own mentoring/support systems in place and used to further own learning and development
- regular self-evaluation of own role and contribution in organisation and as a representative of LRS in other structures and forums

## **Decision-Making Authority**

**All decision-making subject to agreed annual plans and performance objectives as negotiated with Director/Board.**

**Authority granted:**

***Authority to make recommendations:***

- recommendations about research targets and the viability of requests for commissioned work
- recommendations about topics/issues to be included in Bargaining Monitor and Bargaining Indicators
- recommendations about any aspect of the unit's work on which the Unit Head seeks recommendations from staff members

***Authority to take decisions:***

- decisions about travel and accommodation arrangements, within budget
- decisions about monthly work planning and scheduling
- task-related decisions about daily routines and communication

**Authority withheld:**

- any financial decision-making
- decisions contrary to LRS policy, or outside negotiated parameters
- decisions which may have legal implications for LRS, or may result in litigation