Aontas Múinteoirí Éireann

Teachers' Union of Ireland

Assistant General Secretary (2 positions)

Permanent Whole-Time Contracts

The Teachers' Union of Ireland is affiliated to ICTU and represents some 19,500 teachers and lecturers engaged in Post-Primary, Further and Higher Education in the Republic of Ireland. It will shortly appoint two Assistant General Secretaries who will have responsibility for industrial relations matters within the Union in designated areas within the remit of TUI.

The Positions

Reporting to the General Secretary, the key responsibilities will include:

- Conducting negotiations for the Union on behalf of members at both national and local level
- Representing members at appropriate industrial relations fora
- Providing background information and advice to National Officers of the Union and to the Executive Committee
- Advising and assisting Branch Representatives in respect of industrial relations issues
- Producing position papers and policy documents and reports as required
- Servicing relevant sub-committees of the Union
- Involvement with training and professional development
- Advising members and branches on areas within their remit

The Persons

The successful candidates will have:

- Extensive knowledge and experience of the Irish education system in the areas covered by TUI
- Experience of the Irish industrial relations system
- A detailed understanding of the trade union movement
- Some understanding of labour law
- Strong analytical and reporting skills
- Excellent interpersonal and communication skills
- A professional/teaching qualification, preferably with teaching/lecturing experience
- An understanding of the needs of teachers and lecturers and how these can be met

The Rewards

The positions are permanent whole-time. The positions are subject to a one-year probationary period. The salary will reflect the responsibilities of the posts and will be related to Public Service scales. Appropriate pension arrangements will apply to the posts.

Please apply in the strictest confidence enclosing a comprehensive C.V. to: ***General Secretary, Teachers' Union of Ireland, 73 Orwell Road, Dublin 6, D06 YP89. Tel: 01-4922588, applications to be marked 'Confidential Assistant General Secretary application' or by email to mgillespie@tui.ie .*** *Closing date and time for applications:* ***Friday, 18th September, 2020 – 12.00 noon.*** *Please note that canvassing will disqualify.*

The Teachers' Union of Ireland is an equal opportunities employer.

AONTAS MÚINTEOIRÍ ÉIREANN/TEACHERS' UNION OF IRELAND

POST OF
ASSISTANT GENERAL SECRETARY

CONDITIONS OF SERVICE

1. Ratification

The Appointment will be subject to ratification by the Annual Congress next succeeding the appointment, in accordance with rule.

2. Commencement

At a mutually suitable date.

3. Medical Examination

A satisfactory medical report will be required prior to appointment.

4. Probation

The position will be probationary for a period of one year from the date of appointment.

5. Salary

The salary scale will be linked to Civil Service Grades, currently €72,681 to €93,449; entry point depending on experience.

6. Duties

The Assistant General Secretary shall carry out such duties as may be assigned from time to time by the General Secretary. These duties will be in designated areas where TUI has members and will include responsibility for designated branches as well as other responsibilities.

7. Professional Development

The professional standards expected of the appointee will require a continuing attention to the updating of knowledge which may involve attendance at courses.

8. Hours

The Assistant General Secretary will be required to work such reasonable hours as are required for his/her duties.

9. External Work

The Assistant General Secretary shall not undertake any external work without the permission of the General Secretary.

10. Annual Leave

The Assistant General Secretary will be entitled to 31 working days' leave exclusive of all public holidays in each year.

11. Maternity Leave/ Paternity Leave/Parental Leave/Force Majeure Leave

Maternity Leave, Paternity Leave, Parental Leave, Force Majeure Leave entitlement will be that which applies from time to time to the grade in question in the Civil Service.

12. Illness

a) Uncertified: 7 uncertified sick days in any calendar year provided always that a medical certificate is required for absences on sick leave in excess of 3 consecutive days.
b) Sick leave: Six months in any four consecutive years on full pay. A further six months may be allowed on approval by the Executive Committee.

13. Pension Scheme

- A Defined Benefit, Contributory Pension Scheme will apply to a permanent position; the employee contribution is 6.5%.
- An appropriate pension arrangement will apply to a fixed-term position.

14. Place of Work

The post is based at the Union's Head Office in Rathgar, Dublin 6. There will be a requirement to travel within the country as necessary. Travel and maintenance in accordance with normal public service regulations are payable.

15. Notice

Three months written notice of termination by either side.

16. Retirement

The retirement age shall be 65.