



Aontas Múinteoirí Éireann/Teachers' Union of Ireland

General Secretary

– Permanent Whole-Time Contract

JOB SPECIFICATION

The Teachers' Union of Ireland wishes to appoint a General Secretary due to the impending retirement of the incumbent later in 2020. It is anticipated that the appropriate person will be appointed in a designate capacity from an earlier date. Applications for the position are now invited.

TUI is a registered Trade Union representing approximately 19,000 members working in Second Level, Further, Adult and Higher Education settings.

The Position / Description of the Role

The General Secretary will, working with the Executive Committee in accordance with the rules of the union:

- lead major negotiations on behalf of the union and its members with the Department of Education and Skills and other government departments, employer bodies and such other agencies as required
- be responsible for the development of the vision, the policies and the organisation of the union
- provide direction, leadership, motivation and management to the unions' team of employees
- be responsible for the financial management of the union.

The successful candidate will ideally have:

- extensive knowledge, understanding and experience of the Irish education system
- a strong commitment to the provision of high quality public education for the common good
- extensive experience of the Irish industrial relations system and of the trade union movement
- a keen understanding of labour law
- extensive experience of negotiation and representation
- proven evidence of management and leadership
- strong motivational, interpersonal, analytical, strategic planning, organisational and communication skills
- a clear vision for the future direction of the trade union movement and of TUI in the present economic and societal context
- an understanding of the needs of the Union's members and how these can be met
- experience of policy formulation, development and implementation
- a good knowledge and understanding of IT communication systems.

The position is permanent whole-time and is subject to a one-year probationary period. Salary will be commensurate with the level of responsibility of the post and will be linked to an appropriate civil service grade. An appropriate pension arrangement will apply. (See the TUI website: www.tui.ie for further details)

*Please apply in the strictest confidence, enclosing a comprehensive C.V., to
The President, Teachers' Union of Ireland, 73 Orwell Road, Dublin 6, D06 YP89
(Tel: 01-4922588) or by email to president@tui.ie.*

*Applications should be marked **Confidential – General Secretary Application***

Closing date and time for applications is Tuesday 10th March 2020 – 5.00 p.m.

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
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 early 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 the Assistant Secretary (Civil Service) Grade, currently €131,748 to €150,712; entry point depending on experience.

6. Duties

The duties are as specified under the Rules of the Union. The General Secretary shall carry out such duties as may be assigned from time to time by the Executive Committee and will comply with all directions of the Executive Committee.

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

9. External Work

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

10. Annual Leave

The 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%.

14. Place of Work

The General Secretary is based at the Union's Head Office in Rathgar, Dublin 6. There will be a requirement to travel within the country and abroad 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.