



VACANCY FOR THE POSITION OF INTO ASSISTANT GENERAL SECRETARY (AGS)

The INTO is the largest teachers' organisation in Ireland representing the trade union and professional interests of 45,000 members in the Republic of Ireland and Northern Ireland.

INTO Head Office has a staff of 18 Officials supported by 33 Administrative Staff. A vacancy has arisen for the position of Assistant General Secretary (AGS) in the INTO's Legal, Industrial Relations and Leadership Section due to a retirement.

The successful candidate will form part of the INTO Senior Management team comprising the General Secretary, the Deputy General Secretary and Assistant General Secretaries. The successful candidate will have a high-level strategic role in managing the affairs of the Organisation, subject to the directions and overall management of the General Secretary. The successful candidate will be expected to progress INTO policy and objectives on trade union and professional matters. He/she will be accountable to the General Secretary in accordance with INTO policy and the Organisation's Rules and Constitution. The allocation of Assistant General Secretaries to particular sections of Head Office is subject to regular review by the General Secretary and may be changed at his/her discretion.

The post involves a wide range of senior management responsibilities to ensure the successful delivery of INTO policy and objectives at individual, team and Organisation level. Whilst the initial duties of the post are outlined below, other duties will be assigned on an on-going basis and overall duties may be altered and evolve over time in accordance with the directions of the General Secretary.

Initial duties will involve:

- Management of the Legal, Industrial Relations and Leadership Section including:
 - Managing personnel in the Legal, Industrial Relations and Leadership Section including delegated duties and tasks
 - Management and supervision of a high volume of casework across the section
 - Representing members (individually or collectively) in a range of forums including at Board of Management hearings and other legal and industrial relations tribunals, e.g. WRC and Labour Court

- Management of all Fitness to Teach cases
- Managing mediation/arbitration where necessary
- Developing, progressing and communicating INTO policy and objectives on trade union and professional matters within INTO and externally with relevant stakeholders and other parties through promoting and maintaining constructive relations
- Negotiating and liaising with DES and Management Bodies and other relevant agencies on procedures and policies on behalf of INTO
- Designing and delivering high quality training and professional development for INTO members and contributing to the range of INTO seminars and training
- Promoting and progressing school leadership issues in accordance with the directions of the General Secretary
- Advising the Organisation on legislation, relevant procedures and DES circulars
- Engaging with INTO membership at branch, district, and conference level
- Supporting the CEC in their representative role
- Reviewing and updating the INTO Rules and Constitution

The successful candidate will have:

- A strong academic background and appropriate professional experience at a senior level
- A thorough understanding of INTO's role and objectives and the external environment in which the Organisation operates in.
- Significant experience and a proven track record in negotiating and handling complex industrial relations issues and/or casework
- Excellent communication, interpersonal and collaborative skills and an ability to build, maintain and influence a wide range of stakeholders.
- Strong analytical, reporting and project management skills.
- Proven success in generating research and policy development
- Demonstrative leadership experience and the ability to manage and develop a team of people to deliver a reliable and quality service for INTO members
- A focused approach with evidence of being innovative, energetic and flexible in advancing strategy and achieving outcomes and solutions
- Commitment to continuously develop knowledge and skills.

The successful appointee will enter into a detailed contract of employment with INTO.

Interviews will be held during the week beginning week of the 18th February 2019.

Letter of application (max 2 pages) and curriculum vitae, together with the names and contact details of two referees, should be submitted by email only by 5 p.m. on Wednesday 6th February to:
gen.sec@into.ie

General terms and conditions available on request from rwarren@into.ie