



# Aontas Múinteoirí Éireann

## Teachers' Union of Ireland

### Assistant General Secretary (2 positions)

- one permanent whole-time
- one on a (3 year) fixed-term, whole-time contract

The Teachers' Union of Ireland is affiliated to ICTU and represents over 14,500 teachers and lecturers engaged in Post-Primary, Further and Higher Education in the Republic of Ireland. It will shortly appoint Assistant General Secretaries (2 positions) who will have responsibility for industrial relations matters within the Union in designated areas within the remit of TUI.

#### The Position

*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 Person

*The successful candidate 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

One position is permanent whole-time, the other a three year fixed-term whole-time contract. Both positions are subject to a one-year probationary period. The salary will reflect the responsibilities of the post and will be related to Public Service scales. An appropriate pension arrangement will apply to each post.

*Please apply in the strictest confidence enclosing a comprehensive C.V. to: **General Secretary, Teachers' Union of Ireland, 73 Orwell Road, Dublin 6. Tel: 01-4922588, applications to be marked Confidential Assistant General Secretary application or by email to [jmacgabhnann@tui.ie](mailto:jmacgabhnann@tui.ie)** . Closing date for applications: Monday 2<sup>nd</sup> November 2015 5pm. Please note that canvassing will disqualify.*



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 €67,913 to €86,604; 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 a designated area 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 the permanent position; the employee contribution is 6.5%. An appropriate pension arrangement will apply to the 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.