



**Irish National Teachers' Organisation**  
***Cumann Múinteoirí Éireann***

## **Vacancy for Senior Official with responsibility for Human Resources - Permanent Position, Dublin Based**

The successful applicant will be required to work as part of a dynamic team in Head Office committed to achieving the INTO's objectives. The duties of the Senior Official (Human Resources) will be in the Deputy General Secretary's/General Treasurer's Section and s/he will be accountable to and report to the Assistant General Secretary for Operations and Finance and to the Deputy General Secretary. The post involves senior responsibilities across the four main areas of human resource management (Recruitment/Selection, Performance Management, IR/Employee Relations, Compensation/Benefits). The successful candidate will also have responsibility for Human Resource Management at INTO Northern Office in Belfast. Other duties may be assigned by the General Secretary and duties may be altered from time to time.

### **The successful candidate will have:**

- A HR or equivalent business degree and be CIPD qualified.
- Have at least five years' relevant professional experience with 3 of these at HRBP level.
- A comprehensive knowledge of the INTO to drive the delivery of INTO key priorities.
- A thorough understanding of current issues in education and industrial relations.
- Experience and expertise in negotiating and handling complex legal and industrial relations issues.
- Excellent communication, interpersonal and collaborative skills and an ability to build, maintain and influence a wide range of stakeholders.
- High standards of research, policy development and project management skills.
- A commitment to promote at individual and team level the delivery of quality services to members.
- A results driven approach with evidence of being innovative, energetic and flexible in advancing strategy.

**Initial duties and responsibilities assigned will involve:**

- Strategic Management of all aspects of the HR function
- Workforce Planning and Employment (recruitment and selection)
- Performance Management to include probation process
- Human Resource Development (training & development)
- Total Rewards (compensation & benefits)
- Policy Formulation/Development in areas of HR and the INTO Employee Handbook
- Employee and Labour Relations
- Risk Management as it affects staff/HR including succession planning
- Designing and delivery of relevant modules for INTO training
- Conducting research and preparing documentation for CEC
- Maintaining an up to date knowledge of key legislation affecting conditions of employment and industrial relations to advise senior management and CEC
- Managing personnel assigned to their area of responsibility to ensure successful delivery of objectives at individual and team level
- Such other duties which may be assigned by the General Secretary

Interviews will be held during the week of 2 December 2019. A Letter of application (maximum 2 pages) and curriculum vitae, together with the names and contact details of two referees, should be submitted by email only to:

*gen.sec@into.ie* by 12.00 p.m. **on Friday 29<sup>th</sup> November 2019.**

General Terms and Conditions are available on request from [rwarren@into.ie](mailto:rwarren@into.ie)