

VACANCY FOR OFFICIAL IN THE INTO LEGAL & INDUSTRIAL RELATIONS DEPARTMENT – DUBLIN BASED

The successful candidate must have a third level qualification and a minimum of five years relevant professional and practical experience. Relevant knowledge and experience of the law and/or industrial relations will be an advantage. The successful candidate will also be expected to have knowledge of the INTO and the education system.

Required Competencies:

- Excellent work ethic, capacity to act on own initiative within overall line management structure, and a positive “*can do*” attitude and approach to work
- Excellent interpersonal skills including commitment to work effectively and co-operatively in a team environment within head office management structures
- Capacity and willingness to provide a quality service to INTO members and contribute to the progress of INTO objectives, policies and services
- Excellent oral communication skills including the capacity to present cases effectively on behalf of INTO members and address various groups within the INTO, for example at seminars and/or union meetings
- Excellent drafting and editing skills including the ability to write to a very high standard, with accuracy, attention to detail and precision
- Proficient IT and research skills
- Project management skills to ensure that a task is taken through all necessary stages to successful completion
- Strong organisational and time management skills including the capacity to manage priorities and deadlines calmly and in a competent manner
- Willingness to work flexibly including when required/requested outside of normal working hours
- Capacity and willingness to work across all departments of the office if so, assigned by the General Secretary
- Capacity and willingness to engage in ongoing upskilling and CPD.

Initial duties and responsibilities:

The successful candidate will initially be assigned to INTO's Legal & Industrial Relations department. He/she will report and be accountable to the relevant Senior Official and/or Assistant General Secretary under the overall direction of the INTO's General Secretary. Initial duties and responsibilities will include:

- Dealing with and managing casework within the Department's policies and Management structures
- Representing INTO members individually and collectively in a range of forums – including at Board of Management meetings, Workplace Relations Commission and such other forums as may be required
- Researching, preparing, drafting and editing submissions and correspondence/emails to a very high standard
- Advising INTO members on legal, employment and trade union matters including by telephone and at meetings and responding to queries via telephone, email etc
- Such administrative duties – including filing – as may be necessary for effective organisation of work
- Representing members and/or the INTO with other agencies or Organisations
- Designing and delivering modules for INTO training
- Carrying out any such other projects, tasks and duties as may be assigned by the relevant Assistant General Secretary under the overall direction of 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 29th November 2019.**

General Terms and Conditions are available on request from rwarren@into.ie