

JOB DESCRIPTION

TITLE OF POST: Industrial Relations Executive

WORKS TO: Assistant Director of Industrial Relations

REPORTS TO: Director of Industrial Relations

ACCOUNTABLE TO: General Secretary

CV REQUIREMENTS: Trade Union Experience (desirable).

Relevant IR or HR qualification;
and / or
Registered Nursing/Midwifery qualification.

In addition experience of the Health Service is desirable.

PURPOSE

- A. To recruit nurses/midwives into membership and to assist with organising and representing existing membership.**
- B. Under guidance from Assistant Director of Industrial Relations, to provide assistance, advice and representation on all I.R. and related issues to branches and members, within your assigned region, including negotiations with employers, and referral to the Workplace Relations Commission, the Labour Court and other third parties on unresolved workplace issues as required.**
- C. Assist with the training of local Nurse/Midwife Representatives and Branch Officers in I.R / Professional matters. To develop and maintain Branch Committees and liaise with Branch Officers and Nurse/Midwife Representatives to ensure the policies of the Organisation are understood and carried out effectively.**
- D. To contribute to the effective development of the Organisation's I.R. / Professional / Educational information systems and to maintain close internal working relations with the other functional divisions of the Organisation.**
- E. To represent, and promote, the interests of the Organisation on issues of public interest through local media promotions and interviews. To assist with the further development and co-ordination of the Organisation's strong media presence and high visibility, on the nursing/midwifery professions and health and social policy issues, in your region.**

DUTIES AND RESPONSIBILITIES

A. To recruit nurses/midwives into membership and to retain and service existing membership.

In conjunction with Assistant Director of Industrial Relations:

- To effectively manage recruitment /retention strategies/initiatives in your area.
- Recruit Nurses/Midwives, of all grades, into membership through the formulation and implementation of creative and imaginative recruitment campaigns.
- To maintain, on a continuous basis, accurate mapping of the workplaces in your area and the INMO membership density in each workplace.
- To maximise the promotion of INMO services and their value to nurses and midwives in the workplace.

B. To provide assistance, advice and representation on all I.R. and related issues to branches and members, within your assigned region, including negotiations with employers and, under supervision and with assistance of the Assistant Director of Industrial Relations, referral to the Workplace Relations Commission, the Labour Court and other third parties on unresolved workplace issues as required.

- To provide support and maintain Branch Committees so as to ensure full democratic representation of members, at all levels, within the INMO.
- To provide accurate and precise information to members and, in particular, to Nurse/Midwife representatives, to allow them to realise their rights and entitlements in the workplace.
- To negotiate, both locally and regionally, with employers on all relevant matters affecting nursing/midwifery grades.
- Under supervision and in conjunction with the Assistant Director of Industrial Relations, to represent the Organisation at, and present claims to, the Workplace Relations Commission, Adjudicators, Ad-Hoc Arbitration and the Labour Court on all issues unresolved through direct local negotiations.
- Maintain, and constantly update, a sound working knowledge of labour legislation, legal aspects of nursing/midwifery practice and the complete range of terms and conditions applicable to nursing/midwifery grades.
- To assist in organising and, where necessary, participate in regional meetings which form part of any national campaign being undertaken by the Organisation.
- To co-ordinate and advise local dispute committees in any dispute situation.

C. Assist the regional team with the training of local Nurse/Midwife Representatives and Branch Officers in I.R / Professional matters. To liaise with Branch Officers and Nurse/Midwife Representatives to ensure the policies of the Organisation are understood and carried out effectively.

- To assist developing, through Branches, Nurse and Midwife Representatives in all workplaces.
- To assist in developing, in consultation with the Assistant Director of Industrial Relations, Deputy General Secretary, Information and Research Executive (IR) and the Professional Development Centre, relevant and focused training programmes for local Nurse/Midwife Representatives and Branch Officers.
- To assist, on an ongoing basis, in the development and delivery of focused advanced training programmes for experienced representatives who you will have selected as willing to work independently in their workplace.
- To ensure widespread distribution and comprehension of, and adherence to, organisational policy as determined by the Annual Delegate Conference and the Executive Council.

D. To contribute to the effective development of the Organisation's I.R. / Professional / Educational information systems and to maintain close internal working relations with the other functional divisions of the Organisation.

- To actively participate in, and contribute to, the development of the Organisation's information systems through the use of information technology.
- To liaise closely with all elements of the Organisation, i.e. the Professional Development Centre and the Education and Research Department, in order to ensure members maximum awareness of the full range of services offered by the Organisation.
- To attend, and actively participate in, ongoing team meetings, regionally and nationally, of all I.R. and other staff to facilitate the exchange and update of knowledge with regard to regional and national developments.
- To develop and maintain close liaison with the Information Officer thereby ensuring widest possible circulation of relevant developments.

E. Under guidance and in conjunction with the Media Strategy, to represent, and promote, the interests of the Organisation on issues of public interest through local media promotions and interviews. To assist with the further development and co-ordination of the Organisation's strong media presence and high visibility, on the nursing/midwifery professions and health and social policy issues, in your region.

- To develop and maintain a high media profile for the Organisation within your regional area through close liaison with the Organisation's Media Relations Officer/Department, under the guidance of Assistant Director of Industrial Relations.
- To represent the Organisation locally, regionally and, where necessary, nationally in the media in conjunction with the Organisation's Media Relations Officer/Department.
- To assist in the development, from within the Branch Officers and Nurse/Midwife Representatives, members who would be willing, through the media, to highlight the Organisations policies on all nursing/midwifery, health and social issues.
- To develop a cordial, and mutually respectful, relationship with other trade unions. Where appropriate to work in unison with health service trade unions in the interests of nurses and midwives and the INMO membership.
- To develop strong working relationships with relevant local correspondents/journalists in both print and radio/TV media.

Miscellaneous Duties

- To fully participate in all campaigns initiated by the organisation.
- To participate in relevant activities, committees and campaigns arising from our affiliation to ICTU.
- To provide cover, as requested by the Assistant Director of Industrial Relations, due to other I.R.O.'s being on annual or sick leave in other regions, as required, or as directed by the General Secretary.
- To undertake such additional ongoing training and education as required by the Organisation.
- Any other such reasonable duties as may be required by the General Secretary from time to time.