



Irish Nurses & Midwives Organisation

Seeks an

Industrial Relations Officer Fixed Term Contract - Six Months

The INMO, as the largest professional union for nurses and midwives, represents circa 40,000 members in all disciplines and areas of the Irish health service.

The Organisation provides a full range of services including industrial relations, continuing education and professional development, together with the most comprehensive dedicated library and research facilities in the country.

A vacancy has now arisen for an Industrial Relations Officer (six-month contract) to service our growing membership. The post will be based in our Dublin office.

This challenging post, involves the provision of expert professional services in the areas of industrial relations, professional development, training and recruitment.

A nursing qualification is desirable, but not essential. Applicants should have a good working knowledge of the Irish health system. Experience in Industrial Relations is essential and applicants should have excellent organisational, communication and team working skills.

A qualification in Industrial Relations / Human Resource Management is also desirable as is a commitment to the wider trade union movement.

Salary Scale: General Manager Grade - Health Service Executive.

The job description for the post is available from the General Secretary's Office on request.

Letter of application together with a detailed curriculum vitae, to Phil Ní Sheaghda, General Secretary, INMO, Whitworth Building, North Brunswick Street, Dublin 7, not later than **5.00 p.m. Friday, 13 July 2018**, with envelope marked "IRO Post " or Email phil.nisheaghda@inmo.ie

Personal Assistant/Administrative Support

A permanent fulltime vacancy has also arisen for an experienced PA/Administrative Assistant with strong administrative, organisational and interpersonal skills, in our busy and demanding Industrial Relations Department, Head Office.

Salary Scale: Grade IV (Clerical) - HSE

The job description is available on request or on [INMO Website](#)

Letter of application together with a detailed curriculum vitae to Claire Cluxton, Office Manager, INMO, Whitworth Building, North Brunswick Street, Dublin 7 or via email to: claire.cluxton@inmo.ie no later than **5.00 p.m. Friday, 13th July 2018**.