



## **Job Description**

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<b>TITLE OF POST:</b>	Assistant Director of Industrial Relations
<b>GRADE/SALARY:</b>	Assistant Director of Industrial Relations approximately €91,707 to €94,767 with an annual increment
<b>WORKS TO:</b>	Director of Industrial Relations
<b>REPORTS TO:</b>	Director of Industrial Relations
<b>ACCOUNTABLE TO:</b>	General Secretary

The Assistant Director of Industrial Relations is a very important senior post within the Irish Nurses and Midwives Organisation and offers an exciting opportunity to;

- Lead, and develop, a team of IR staff within a region.
- In conjunction with the senior management team design, plan, and implement INMO strategies.

### **Knowledge, Training and Qualifications**

#### Essential Requirements

- Five years or more relevant senior experience as a full-time trade union official involved in negotiation and industrial relations.
- A relevant industrial relations/Trade Union/HR Qualification
- An Employment Law qualification is also desirable or a commitment to obtain an appropriate Employment Law qualification, within the first year of employment
- Expert knowledge of the Irish Health Service and the current Industrial Relations environment: and
- Knowledge of professional requirements for nurses and midwives is desirable.

#### Skills and Experience

The successful candidate will have the ability to develop and maintain excellent working relationships. He/she would be flexible and demonstrate a high level of enthusiasm, energy and drive with an ability to deal with and resolve complex matters. They must also have:

- Strong Trade Union organising Skills and Experience
- The ability to motivate and lead a team
- Excellent negotiating, judgment, and decision-making skills and proven resilience and composure under pressure in the IR arena
- A thorough knowledge and understanding of the principles and best practices of industrial relations particularly within the Irish healthcare sector and be aware of current and emerging trends in the national and European area

- A proven ability to assimilate, understand and evaluate complex issues and to explain these complexities to others via reports, presentations, one to one working and public speaking
- Ability to interpret and analyse information from a variety of sources within tight timeframes
- Ability to work effectively influencing and negotiating with a range of individuals at different levels, and to delegate in a team environment
- Ability to conceptualise, analyse and use judgemental skills to make decisions at a senior level, with proven ability to adopt and deploy innovative approaches to complex issues
- Proven Strategic leadership, management, and organisational skills, coupled with a high degree of professional integrity and an ability to work effectively both internal and external facing
- Extensive knowledge and experience of the Irish Healthcare sector
- Experience of Irish industrial relations systems and the trade union movement; and
- A clear understanding of current employment law in the Irish and European jurisdiction as well as relevant case law.

#### Line Management Responsibilities

- Responsible for overseeing a regional Recruitment and Retention Plan and ensuring the IR team operate in a planned and structured manner in implementing the regional Recruitment and Retention Plan.
- Responsible for assisting and enabling IR team members to achieve objectives of the Organisation
- Responsible for directing and coordinating the work of the team based on strategic priorities
- Ability to prioritise work in line with the plan of work to meet the goals and objectives of the organisation
- Responsible for identifying strategic priorities and design a work plan and allocation of duties to meet that objective
- Responsible for maintaining an overview of the work in the region and based on an analysis of member needs, both collective and individual, and effectively deploy resources
- Responsible for developing a strategic plan to ensure service provision is holistic and constructive, to meet the needs of members but also adhere to the objectives of the Organisation.
- Responsible for supporting individual reviews and personal development planning for team members on an organised and integrated basis
- Responsible for designing and delivering performance achievement to match organisational priorities and goals
- Responsible for ensuring effective and efficient utilisation of the working time of the team
- Responsible for consistency of practice, efficient and effective working of the team

- Responsible for developing, mentoring, and coaching team members for personal development; and
- Responsible for managing day to day line management of IR team including cross cover arrangements and sick leave/maternity leave arrangements, in accordance with the Organisational policy and the staff handbook.

### Competencies

- Strong advocacy and interpersonal skills
- Ability to communicate succinctly and utilise a range of communication methods
- Excellent organisational and administrative skills
- Able to work to clear goals and objectives and can motivate and lead a team to reach those objectives
- Excellent Negotiating and influencing skills
- Excellent Presentation and public speaking skills
- Committed to the elevation of the professions of nursing and midwifery: and
- Have a professional and articulate demeanour.

### Specific Accountability

- Report to the Director of Industrial Relations and be accountable to the General Secretary on all matters relating to industrial relations within the organisation
- Provide advice, guidance, and mentorship to industrial relations staff regarding provision of membership services
- To manage and provide guidance to IR staff with regards to problem solving, dispute resolution, regulatory compliance
- Promote positive staff and membership relationships by building strong working relationships with all staff and volunteers as part of the IR team
- Oversee the management and guidance of local representatives, branch and section officers and executive members in the regions.
- Develop, plan, and implement training and development plans for staff within your team and volunteers
- Assist in improving the competency of all IR Staff with regards to all matter relevant to their role including the development of staff to provide expert representation before IR third parties
- Organise recruitment strategies and rep training
- Liaise and work closely with the Professional Officer in the INMO to develop services for members
- In conjunction with the Director of IR, and other professional, information and research staff, provide guidance to staff regarding matters around employment law, regulations, policies, procedure, and practices relating to IR matters in the field of nursing and midwifery
- Lead engagement and pursue claims as delegated by the Director of Industrial Relations
- Provide written and verbal reports as required to the Director of IR or as delegated to the Executive Council

- Assist with the development, coordination, and implementation of revised IR structures within the INMO
- Provide expert advice and support to IR staff, and day to day line management
- Coordinate and prepare the provision of statistical information regarding the IR department; and
- Cross cover with colleagues in other regions as required and assigned by the Director of IR.

**January 2022**