



**Information Note\* for Candidates –Assistant General Secretary,**  
**Fórsa**  
**Civil Service Division Competition October 2018**

*Fórsa is an equal opportunities employer and welcomes applications from all suitably qualified people regardless of gender, marital or family status, age, disability, race, religion, sexual orientation or membership of the Traveller community.*

**Assignment**

Fórsa is seeking a permanent Assistant General Secretary who will be headquartered in our Head Office. This is a senior post requiring extensive and proven knowledge and experience of employment law and industrial relations practices, coupled with considerable experience of negotiations and of representing groups and individuals. It involves the provision of a wide range of trade union services to Fórsa branches and members. The salary payable reflects the senior nature of this post.

The initial assignment is to the branches and members in the Civil Service Division of the union. The assignment, from time to time, of staff to particular duties and/or areas is a matter for the Union's Senior General Secretary and is subject to our organisational and operational requirements. Likewise, transfer requests from staff are also subject to such requirements.

Removal expenses are not payable in respect of initial assignments

The appointment is in accordance with Rule 40(v) and (vi) of the Fórsa rulebook. These provide that the Union's National Executive Committee may appoint and dismiss employees as it considers necessary and shall determine the conditions of employment of all employees of the Union. The NEC shall exercise these powers in accordance with employment law applicable from time to time. The Union's National Executive may, at its own initiative or by way of agreement with staff representatives, alter the terms and conditions of employment. All staff are bound by such agreements made on their collective behalf through the industrial relations system. In the event of such changes details will be communicated to each member of staff affected.

The contract is of indefinite duration but retirement at age 65 is compulsory.

The successful candidates will be required to pass a medical examination by a qualified medical practitioner nominated by the Union prior to taking up appointment.

There is a probationary period of 12 months.

The Union reserves the right to terminate the employment of a staff member where he/she is unable or unwilling to perform the work for which they are employed due, inter alia, to incapacity, incompetence or misconduct. Notice of such termination will be as set out below.

During the probationary period the employment may be terminated by either party by the serving of one week's notice or, at the discretion of the Union, by the payment of salary in lieu of notice.

Following the probationary period, the appropriate period of notice is that set out in the Minimum Notice and Terms of Employment Acts. The Union may, at its discretion, pay salary in lieu of notice. Nothing in this contract shall prevent the giving of a lesser period of notice by either party where this is mutually agreed.

### **Key Duties and Responsibilities**

The successful candidates will provide a full industrial relations service to members in the employments/branches/other negotiating units assigned by the Senior General Secretary. He/she shall perform such duties, appropriate to the position, as may be assigned from time to time and to carry out such instructions as may be given in relation to the position.

He/she is accountable to the Senior General Secretary who has overall responsibility under Union rules for Staff and Union activities. The day-to-day reporting relationship is to the Senior General Secretary and to the appropriate National Secretaries. The successful candidate is required to keep the National Secretaries and Divisional Executive Committees informed of relevant developments.

The key duties and responsibilities include;

- Ensuring high levels of Union and Branch organisation, recruitment of members and training of members/activists.
- Providing trade union services through attending branch and other meetings, providing advice, information and support to branches and other organisational units on all relevant matters.
- Carrying out negotiations on behalf of the Union on all matters including pay and conditions of service of the grades/groups/ categories in the employments/branches/other negotiating units assigned to the Assistant General Secretary.
- Representing members in cases involving grievances, disciplinary action, harassment and bullying, both where there is statutory and non-statutory redress.
- Depending on assignment managing other industrial and/or organising staff assigned to that assignment.

### **Essential Requirements of the Post**

Candidates must have:

- A demonstrable commitment to trade unionism and social justice

- Excellent organisational, communications and team-working skills and be self-starters
- An extensive and proven knowledge and experience of employment law and industrial relations practice
- Considerable (in range and depth) experience of negotiations and representing groups and individuals including where collective and individual rights have potential conflicts

and

- Hold a valid full driving licence. Candidates *must* submit a copy of both sides of their driving licence with their CV.

### **Desirable requirements**

- Knowledge of the operations and structures of public sector bodies e.g. civil service, local authorities, health sector, state companies and/or of voluntary bodies and their role in delivering services to the public
- Understanding of government financial and funding arrangements for the public and voluntary sectors

### **Principal Conditions**

The current salary scale is €66,741 to €85,725. Entry above the minimum point may be possible in certain circumstances e.g. existing remuneration being above minimum point.

The salary is paid monthly in arrears by means of a credit transfer to a financial institution of the employee's choice that is prepared to accept such payment on their behalf.

There is a contributory career average pension scheme, co-ordinated with social insurance benefits in operation. The employee contribution is approximately 5% to 9.5% p.a. of pensionable salary.

Travel and Subsistence payments are made within the Civil Service rates and conditions. All Assistant General Secretaries on appointment are required to hold a valid full driving licence and to continue to hold such a licence during their employment with Fórsa. In addition they are required to have a car available for their use on union business. All industrial staff must sign the appropriate form of undertaking and ensure that they are appropriately insured before being approved to use a car on Union business.

The annual leave entitlement is 30 days p.a. Special leave also applies in certain cases e.g. study/exam leave for approved educational courses, compassionate leave in the case of family bereavements.

The Fórsa Sick Absence Scheme is broadly similar to the schemes applicable to public service officer grades. These arrangements are phased in for staff during the first twelve months of their employment. A Salary Protection Scheme also applies.

Industrial staff are expected to be available during normal office hours. However, due to the nature of the job, work outside of normal office hours and over weekends will arise. Overtime is not payable and time off in lieu is unlikely to be available.

The position is full time. However, this does not preclude an employee from applying for a range of atypical working arrangements in the future. Working patterns must on all occasions be consistent with the requirements of the job.

Staff may not engage in any gainful occupation in addition to their employment with Fórsa to such an extent as to impair the performance of their duties with the Union or which might be inconsistent with the discharge of their Union duties or which conflicts with the interests of the Union.

### **The Selection Process**

Applications for this post, together with a full C.V., must be received in writing by the Senior General Secretary, FÓRSA, Nerney's Court, Dublin 1, D01R2C5 not later than midday on Friday 26<sup>th</sup> October 2018. You *must* also enclose a copy of both sides of your driving licence.

Short-listing of candidates for interview will be based on the C.V. submitted and how well the candidate appears to match the essential requirements for the job.

*Candidates at the interview will, inter alia, be questioned on how their experience, abilities, knowledge etc. matches the essential and desirable requirements of the job. Candidates will also be given the opportunity to expand on their CVs.*

If short-listed for interview please advise in advance if you require any special facilities to enable you to participate in the interview.

The Union will not be responsible for travel and subsistence or other expenses of candidates in relation to the selection process.

### **October 2018**

\*This note is solely for the general information of candidates, does not purport to be a comprehensive outline of the duties and/or conditions of the post and does not form part of the contract of employment.