



**FÓRSA (March 2019) Competitions
Information Note* for Candidates – Directors - (3 positions) and Industrial Relations
Officers (2 positions)**

Ireland's newest trade union Fórsa represents over 80,000 members in health, education, local government, the civil service, semi-state and community sector organisations, and private companies. Our dynamic and expanding organisation is offering a number of exciting new career opportunities.

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.

General

Within the FÓRSA staff structure these three new specialist posts are at an equivalent level to Assistant General Secretary. The positions of Industrial Relations Officer are at a level above Organiser and at a level below that of Assistant General Secretary.

Assignments

FÓRSA is seeking to fill three Director positions, each with responsibility for a distinct area, and two Industrial Relations Officers (IROs). Each of the successful candidates for the three Director positions will have a national brief and will be mainly based in our Head Office in Dublin. One Industrial Relations Officer will be headquartered in our Head Office in Dublin. The other Industrial Relations Officer will be headquartered in our Western regional office. Both will carry out a wide range of trade union services to Fórsa branches and members.

The assignment of staff from time to time 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 NEC 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.

Retirement at maximum retirement age (which is 65 years of age) 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. A secondment arrangement may be considered with the agreement of your current employer.

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 (3 Director positions)

Duties General

These new jobs involve responsibility for a significant section or area of the union's organising and development activities. The job holders will have responsibility for the coordination and management of members of the organising team. They will be directly responsible to the General Secretary (Organisation and Development).

These jobs involve high level organisational responsibilities, requiring a thorough understanding of the overall workings and policies of the union. The job holder will work under general direction only and her/his recommendations or decisions will make a major contribution to the shaping and implementation of plans relating to organising and development within the union.

The postholders will report to the General Secretary (Organisation and Development) but will maintain a close working relationship with the Senior General Secretary and the Heads of Divisions/Functions.

The ability to work with a wide range of colleagues who also have responsibilities relating to these roles will be important. There will be a significant emphasis on the production of reports to indicate levels of activity and future plans. Other duties may be assigned at the discretion of the Senior General Secretary.

Applicants for the organising and development opportunities should possess:

- Exemplary leadership and management skills
- Demonstrable knowledge and experience in the particular field, with a track record of achievement in it
- A vision for the development of the area to which the application relates befitting a union of Fórsa's size and ambition
- The proven ability to identify and address emerging issues, and
- A clear capacity to manage reporting requirements and meet demanding deadlines.

Specifically, the three Director positions will have the following key responsibilities and should possess the following skills, expertise and attributes.

Strategic Organising Director

Primary purpose to deliver on priorities set by the national and divisional executive committees by:

- devising, researching and overseeing the implementation of strategies to maintain and improve membership density
- leading plans to engage and to animate members in relation to issues of concern to them
- developing initiatives to build employee power and representative capacity in workplaces
- providing leadership, mentoring and guidance to the wider organising team and other colleagues

Candidates should possess

- Exemplary leadership and management skills
- Demonstrable knowledge and experience of Strategic Organising
- Track record of achievement in Strategic Organising
- A vision for the development of Strategic Organising befitting a union of Fórsa's size and ambition
- Proven ability to identify and address emerging issues
- Excellent communication, interpersonal and networking skills
- Demonstrable ability to manage reporting requirements and to deliver on deadlines
- Clear and demonstrable commitment to the values of the trade union movement

Training and Development Director

Primary purpose to deliver on priorities set by the national and divisional executive committees by:

- managing an extensive representative training programme and constantly reviewing its content and quality
- developing proposals for consideration for the establishment of a training centre to provide accredited training courses to meet the needs of members
- forming and nurturing strategic partnerships with external providers to develop training offerings that are locally available, reasonably priced and relevant to the needs of union branches and their members
- expanding current training for particular target groups to support greater union participation and representativity
- organising strategic training and information seminars for external stakeholders and decision makers on policy issues
- creating a training programme for Fórsa staff

Candidates should possess

- Exemplary leadership and management skills
- Demonstrable knowledge and experience of Training methods
- Track record of achievement in Training
- A vision for the development of Training befitting a union of Fórsa's size and ambition
- Proven ability to identify and address emerging issues
- Excellent communication, interpersonal and networking skills
- Demonstrable ability to manage reporting requirements and to deliver on deadlines
- Clear and demonstrable commitment to the values of the trade union movement

Campaigning Director

Primary purpose to deliver on priorities set by the national and divisional executive committees by:

- developing and leading a campaigning culture and capacity within the union
- identifying suitable campaign themes for consideration, devising supporting strategies and spearheading their implementation
- playing a lead role in representing the union in alliances with other unions and organisations
- building a greater profile for union concerns and policies to increase awareness and to achieve better outcomes for members

Candidates should possess

- Exemplary leadership and management skills
- Demonstrable knowledge and experience of Campaigning
- Track record of achievement in Campaigning
- A vision for the development of Campaigning, befitting a union of Fórsa's size and ambition
- Proven ability to identify and address emerging issues
- Excellent communication, interpersonal and networking skills
- Demonstrable ability to manage reporting requirements and to deliver on deadlines
- Clear and demonstrable commitment to the values of the trade union movement

Key Duties and Responsibilities (IRO positions)

The successful candidates will provide industrial relations and recruitment and organisational services to members in the employments/branches/other negotiating units assigned by the 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.

Duties (IRO):

Under the direction of the appropriate Assistant General Secretary the IRO will carry out the following key duties and responsibilities;

- Carrying out negotiations under the guidance and direction of and as assigned by the AGS.
- Representing members with employers as assigned by the AGS.
- Preparing and presenting submissions to third party fora, including Workplace Relations Commission, Labour Court, Rights Commissioners, in respect of industrial relations and employment law matters, at the request of the AGS.
- Providing information and advice to branches, union representatives and individual members.
- Assisting with the union's central strategic organising initiatives and with organising work related to branch organisation, training and recruitment of members.
- Monitoring the effectiveness of communications with members and assisting as necessary.
- Attending, as required, meetings of Branch Executives, Sections, Vocational Groups and the general membership.
- Submitting verbal updates and written reports to the AGS and senior officials as required.
- Maintaining a monthly log of all activity and submitting same to the AGS.
- Other duties ancillary and/or equivalent to the above.

Some of these duties are shared with other staff members and different duties within the range may be assigned from time to time.

The day to day reporting relationship is to the AGS and to the appropriate National Secretary/Secretaries. The IRO is accountable to the Senior General Secretary who has overall responsibility under rule for staff and union activities.

The successful candidates are required to keep the appropriate National Secretary/Secretaries and appropriate Assistant General Secretaries informed of relevant developments.

Essential Requirements of the Post (IRO)

Candidates must have:

- Knowledge and experience of employment law and industrial relations practice
- Experience of advocacy, collective bargaining and negotiations
- Experience of organising and recruiting workers
- Experience of representing groups and individuals including where collective and individual rights have potential conflicts.
- A demonstrable commitment to trade unionism and social justice
- Excellent organisational, communications and team-working skills and be self-starters

Desirable requirements (IRO)

- Knowledge of the operations and structures of public sector bodies e.g. civil service, local authorities, health boards, 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 (Both roles)

The current salary scale for the three organising and development positions is in the range (Salary €66,741 to €85,725) and the salary scale applicable to the Industrial relations positions is in the range (Salary €48,978 to €63,673)

Entry above the minimum point is possible in certain circumstances e.g. extent and quality of experience, existing salary 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 currently 5.67% p.a. of pensionable salary.

Travel and Subsistence payments are made within the Civil Service rates and conditions. Industrial Relations Officers on appointment are required to hold a full driving licence.

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 Processes

Applications for these posts, together with a full C.V., must be received in writing by the Senior General Secretary (Designate), FÓRSA, Nerney's Court, Dublin 1 not later than midday on Friday 1 March 2019. There will be a separate competition for each of these posts. Therefore you **must** clearly mark the envelope and application to indicate the position(s) for which you want to be considered. If you wish to apply for more than one, send in separate applications. Your application should address how you believe that you are suitable for appointment.

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.

March 2019

*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.