

# **EDUCATION & RESEARCH OFFICER ASSISTANT GENERAL SECRETARY LEVEL**

## **About the role**

ASTI Head Office has a staff of Officials supported by administrative personnel. The person appointed will form part of the senior executive management team of General Secretary, Deputy General Secretary and Assistant General Secretary. The successful candidate will undertake a high-level role in contributing to work of the ASTI across a number of strands under the direction of the General Secretary and in accordance with ASTI policy. Duties assigned as part of the delivery of these strands are dynamic and may be altered from time to time.

The post involves specific duties across multiple strands and wider duties arising from internal ASTI developments and external developments in education and other social policy areas.

The post requires the ability to work autonomously across the strands as well as daily collaboration with ASTI staff at all levels.

The Education & Research Officer will be responsible for managing personnel assigned to their areas of responsibility to ensure successful delivery of objectives at individual and team level.

## **Education, experience and skills**

- A strong academic background (minimum of a third level degree; Master's level and higher an advantage);
- Communicative competency in Irish an advantage;
- Experience in conducting research and analysis to support policy development;
- A strategic vision for policy development in education, teaching and trade unionism;
- Experience in preparing content for publications and submissions;
- Experience of leading, motivating and managing multi-disciplinary teams and supporting internal committees;

- Excellent interpersonal skills, with an ability to build effective relationships, internally and externally at a senior level;
- An ability to successfully engage at a senior level with a diverse range of stakeholders and credibly represent an organisation in stakeholder engagements;
- A demonstrated ability to develop and oversee an annual training programme for members and contribute to seminars and training offerings;
- A knowledge and understanding of ASTI's role and objectives and the external environment in which it operates;
- An understanding of the second-level education system, including the continuum of teacher education, teacher professionalism, curriculum and assessment, special education and inclusion;
- An understanding of global education policy dynamics and trends;
- A track record of strong organisational skills in maintaining databases; scheduling calendars, organising seminars and events;
- A willingness to continuously build on knowledge and skills base;
- A willingness to respond constructively to unexpected work demands to meet deadlines and provide support to colleagues.

It is desirable for the successful candidate to have:

- Direct relevant experience at an appropriate level in an organisation of comparable scope, complexity, and scale;
- Demonstrated relevant experience within the education sector and/or the trade union movement;
- Experience of public communications at local national print and broadcast media level.

## **Key work strands, responsibilities and duties**

Depending on the strand, the work can involve working with ASTI committees, representing ASTI on external agencies, developing policy documents, desktop research, empirical research, working with ASTI Media and Communications department, presentations to ASTI meetings, liaising with external agencies, attending meetings in Department of Education and other state agencies.

### **Strand 1: Contributing to ASTI education policy\***

- Providing professional support to Education, Teaching Council, Global Solidarity and other committees
- Drafting ASTI policy papers including for public consultations
- Supporting work of ASTI curriculum representatives' network, including organisation of annual seminar, record maintenance and compilation of reports
- Preparation of content for annual Convention report
- Organisation of annual education and other conferences/events

### **Strand 2: Research**

- Preparing and delivery of surveys and other research instruments including annual pre-Convention survey
- Conducting desktop research to support ASTI policy and work
- Remaining up-to-date on Irish and international policy on education and related areas
- Maintaining up-to-date electronic records of all aspects of policy development

### **Strand 3: Professional support to ASTI committees and structures**

- Facilitating organisation of meetings, including document preparation, contribution to discussions and reports to Standing Committee
- Presenting to ASTI committees and events on developments in curriculum and education policy
- Working with ASTI Officials and staff to ensure efficient running of ASTI events
- Maintaining effective working relations with external partners, in particular teacher unions and education stakeholders

### **Strand 4: Communications and outreach**

- Working with Media and Comms team to: prepare content for print publications, ASTI website and campaigns
- Briefing ASTI spokespersons on aspects of policy
- Actively reaching out and engaging with relevant organisations to promote ASTI education and other policy concerns
- Representing ASTI on external bodies, including state bodies and Department working groups
- Representing ASTI at events focused on education

### **Strand 5: Training, support to members and other duties**

- Developing and oversight of implementation of annual training programme
- Ensuring administrative and professional support for training events
- Responding to members' queries on professional issues
- Oversight of ASTI Bursary Award Programme
- Responsibility for maintenance of ASTI archives

\*Education policy includes curriculum and assessment, teacher professionalism, child safeguarding, special educational needs, inclusion, GCE and ESD, global education trends, digital transformation and wider socio-economic factors.

**How to Apply:** Applications in the required format as set out below must be made by emailing Fiona Larkin at [FLarkin@byrnewallace.com](mailto:FLarkin@byrnewallace.com), or by sending the application by post, marked for the attention of Fiona Larkin at Byrne Wallace Shields LLP, 88 Harcourt Street, Dublin 2, D02 DK18.

**Closing Date:** Applications must be received by 5.00 pm on 17<sup>th</sup> April 2025. Any application not submitted in the required format or not received by the closing date and time will not be considered/accepted. Confirmation of receipt of application will issue. Therefore, if you do not receive such confirmation within 3 days of submitting your application, please email Fiona Larkin at [FLarkin@byrnewallace.com](mailto:FLarkin@byrnewallace.com).

**Required format for Application:**

A single document with the following elements included:

- A comprehensive CV which contains details of two referees who should be able to provide relatively recent information on your performance in a work context.
- A short cover letter/personal statement (i.e. no more than 2 pages) outlining why you wish to be considered for the post and why you believe your personal qualities, qualifications, specialist knowledge, experience and values meet the requirements of the position.

**Selection Process:**

The selection process may include:

- shortlisting of candidates, on the basis of the information contained in their application;
- a competitive interview, which may include a presentation. Interviews will take place in person.

The ASTI does not allow the unsanctioned use of any type of recording equipment. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes. This policy is in place to protect the privacy of those engaged in the competition process and the integrity of our assessment material and assessment processes. Any candidate involved in unsanctioned use of such recording equipment could be disqualified from the competition.

**Remuneration:** A remuneration package commensurate with the senior nature of the position will apply. The applicable terms and conditions of employment will be contained in the contract of employment offered to the successful candidate.

ASTI is committed to equality of opportunity for all candidates. If you have a disability or need reasonable accommodations during the selection process, we encourage you to share this with us. Reasonable accommodation refers to adjustments and practical changes which would enable a disabled candidate to have an equal opportunity to participate in this competition.