

Job Specification**Executive Officer: Industrial Relations
ASTI Head Office**

The person appointed will require knowledge and skills appropriate to working in the areas set out below. In addition, he/she will require the ability to work co-operatively in ASTI Head Office, Thomas MacDonagh House, Winetavern Street, Dublin 8 as part of a team of officials providing services to ASTI members.

Duties and Responsibilities:

As assigned by the General Secretary and in co-operation with other officials and staff, as appropriate, the principal duties attached to the post to be performed during and outside normal office hours and days will be as follows:

Industrial Relations Duties:

- Responsible for the conduct of industrial relations for a number of schools to be determined from time to time.
- Responding to queries by phone, email and letter from members in these schools.
- Draft documents, reports, letters, emails, etc. in relation to the above schools.
- Meet with members (individuals or staff groups) from these schools as appropriate and necessary, on-line, in ASTI head office and in venues and at appropriate times convenient to the member(s), as appropriate.
- Oversee the maintenance of comprehensive files on individuals and schools as appropriate.
- Give appropriate advice and, where necessary, provide representation for members in their dealings with school authorities, Department of Education officials and other appropriate agencies.
- Represent and assist members in respect of and before Boards, Tribunals, Statutory Agencies, WRC, Labour Court, etc.
- Visit relevant schools and branch meetings as appropriate.
- Deal with queries from branches/branch representatives from the branches in which the above assigned schools are located.
- Liaise with local elected representatives as appropriate.
- Promote the implementation of ASTI policies in the above assigned schools.
- Take responsibility for servicing and providing administrative support for ASTI committees and sub-committees, as assigned.

Other Duties:

- In conjunction with the relevant official, be responsible for updating relevant areas of the ASTI website, as assigned.
- In conjunction with relevant officials, prepare or assist in the preparation of ASTI brochures, leaflets, articles for ASTI publications, etc. as required.
- Undertake relevant research in relation to industrial relations work.
- Participate as a presenter and otherwise in relevant ASTI training courses and seminars for elected representatives.
- Attend ASTI Conventions, CEC meetings, Standing Committee meetings, Conferences, etc. as required.

- Undertake responsibility for the implementation of specific areas of union policy as assigned from time to time.
- Liaise with other trade unions, management bodies, Department officials, etc. as required.
- Represent ASTI on external bodies and at external meetings from time to time.
- Be directly accountable to the General Secretary in respect of duties and responsibilities and be available to give reports to Standing Committee or other ASTI committees as appropriate.
- Organise stewarding arrangements at ASTI conferences, seminars, Conventions and large meetings, as required.
- Undertake such other or alternative appropriate duties as are assigned by the General Secretary from time to time.

Skills Required:

- To communicate effectively, both orally and in written form.
- To have advocacy skills.
- Ability to deal with members on a one-to-one, small group and large group basis.
- Ability to draft reports, submissions, minutes, letters, and other documents.
- To have a high level of computer literacy and keyboard skills.
- To have good time management and organisation skills.
- Ability to analyse problems and design strategies for addressing them.
- Ability to negotiate with school authorities, Boards, Department officials and teachers.
- Ability to prepare and present formal cases to Boards, Workplace Relations Commissioner, Labour Court, etc.
- Ability to advise and counsel members who are in difficult and stressful situations.
- To have mediation and resolution skills.
- Ability to liaise effectively with elected ASTI representatives.
- Ability to work independently, efficiently and on a confidential basis.
- To display initiative.
- To work under the general direction and supervision of the General Secretary or his/her Deputy in carrying out the duties assigned.
- To have a full driving licence and use of a car.

The seventeen point ASTI Executive Salary Scale commences at €56,971