

JOB DESCRIPTION

AGSI Industrial Relations Officer



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Association of Garda Sergeants and Inspectors
Cumann Sairsintí agus Cigirí de'n Gharda Síochána



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The AGSI Industrial Relations Officer Positions X 2

THE ROLE

- To carry out duties as assigned by the Secretariat including the provision of assistance where required.
- Preparation of submissions and assessment of Organisational policies.
- Providing support and assistance to the secretariat at the direction of the National Executive Committee.
- To provide IR expertise and support to all the AGSI representatives.
- To represent members in the pursuit of IR issues / disputes at appropriate levels of the AGS DRP.
- To manage cases of individual disputes with the relevant representative(s) which utilise the state dispute resolution bodies, engaging with legal services as approved.
- Developing and maintaining professional relationships with the AGSI representatives, Regional Garda / Management and any external bodies that they are directed to engage with.
- To engage with IRO's from all Associations in each region to identify and address issues identified to be mutually beneficial.
- To have good communication and engagement with members and representatives on matters pertaining to the AGSI.
- To deliver relevant sections of the AGSI training when required.
- To represent the AGSI members' interests on working groups, focus groups and industrial relations fora where required.
- To continuously contribute to the improvement of the employee relations processes and systems.
- To continuously update their knowledge of relevant employment law, IR policies and procedures, legal and other developments pertaining to the IRO role.

Location:

You will be based at the offices of the AGSI at the 6th Floor, Phibsboro Tower, Dublin 7 or at any other location that may be determined by the National Executive from time to time. Remote working is available when suitable to do so.

Candidate Criteria:

- Be a serving Sergeant / Inspector and a member of the AGSI for the duration of the secondment.
- Experience of representing their members in the industrial relations machinery of the state (desirable but not essential).
- Have experience in representation.
- Excellent interpersonal skills including the ability to work in a diplomatic, tactful and discrete manner, while dealing with confidential and sensitive information.
- Ability to work on own initiative within the organisation, while also maintaining effective channels of communication with Garda / Management in their areas.
- Have excellent IT, verbal communication and writing skills.
- Good time and diary management and the ability to action disputes and claims within the required specified timeframes.
- A competent researcher who can support their position with appropriate, relevant data.
- A good team player who will champion the AGSI goals, policies, and procedures.
- Will endeavour to secure the best results for the members and for the organisation while being aware of the wider consequences of actions and agreements.
- Provide cover and support as required to IRO colleague as determined by the Secretariat.

TERMS AND CONDITIONS OF THIS ROLE

The appointment is as per the agreement between An Garda Síochána and the Association of Garda Sergeants and Inspectors. These positions are full time for a fixed term of one year with a probationary period of 6 months.

Hours

The appointee will be expected to be available during the core hours of 9am to 5pm, Monday to Friday. However, given the nature of the role, work outside of these hours and over weekends may arise. Overtime is not paid, as the terms and conditions attached to the role reflect the need to cover these circumstances as the need arises.

Salary

Garda Siochana will continue to pay basic pay from the Garda Payroll while additional payments will be paid by the AGSI.

Travel and subsistence are the responsibility of the Association at Garda rates

A seconded member is subject to the full terms and conditions of An Garda Siochana's code, Regulations, Secondary Legislation, An Garda Siochana Act 2005 as amended and HQ Directives.

While on secondment to the AGSI they will remain eligible for promotion competitions, lateral specialist competitions in accordance with regulations and usual practice.

Annual Leave

The annual leave allowance will be 28 working days a year.

Form of Acceptance

Successful candidates will be required to sign a Form of Acceptance which binds them to the terms and conditions as set out in their secondment from An Garda Siochana to the Association of Garda Sergeants and Inspectors.

The AGSI is an equal opportunities employer and welcomes applications from all suitably qualified people.