



AGSI

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

General Secretary Job Description

The General Secretary supports the National Executive in delivering the strategic aims of the Association by advocating for and representing the membership at various levels including Garda Management, Government and a variety of other State Agencies and sub-committees.

The successful candidate will be a member of the AGSI and will be appointed by, and report to, the National Executive of AGSI.

About the Role:

The General Secretary shall:

- (i) conduct the business of the Association in accordance with the Constitution, the decisions of the Annual and Special Delegate Conferences, and the directions of the National Executive.
- (ii) be responsible for the day-to-day supervision and the running of the office of the Secretariat at the Association's Headquarters and for the deployment and management of the staff therein.
- (iii) be responsible for the custody and maintenance of all records of Association business.
- (iv) report to the National Executive on the business and affairs of the Association.
- (v) keep the President of the Association informed of all matters affecting the interests of the Association.
- (vi) attend meetings of the National Executive and Delegate Conference but shall not have the right to vote.
- (vii) be employed on such contractual terms and conditions as shall be determined by the National Executive.

In addition to i - vii (as outlined in the AGSI constitution), the General Secretary shall:

- (viii) Safeguard the representation and promotion of the interests and welfare of the AGSI membership.
- (ix) Develop productive and collaborative relationships across the key stakeholders at local and national levels on matters affecting the AGSI membership.

(x) Build communications capability and lead the delivery of communications both internally with the membership and externally with key stakeholders to optimise the attainment of the organisation's strategic aims.

(xi) Manage campaigns and initiatives and lead the development and implementation of relevant events and public relations activity.

(xii) Generate strong team morale, cooperation and participation throughout the organisation.

Candidate Criteria:

- The successful candidate will be a member of the AGSI , and be capable of conducting the business of the AGSI in accordance with the organisation's Constitution, Delegate Conference decisions and the directions of the National Executive.
- Have a proven high level of management and organisational skills with the ability to lead and motivate the membership.
- Have a strong track record of delivery of results, with a record of proven achievement to date in leveraging significant change.
- Have excellent communication, networking and influencing skills demonstrated at a senior level
- Have the ability to represent the organisation credibly and authoritatively in its dealings with internal and external stakeholders.
- Have a proven track record of excellent judgement and decision making.

Location:

You will be based at the offices of the AGSI at the 6th Floor, Phibsboro Tower, D7 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.

TERMS AND CONDITIONS OF THIS ROLE

The appointment is as per the agreement between An Garda Siochana and the Association of Garda Sergeants and Inspectors. These positions are full time for a fixed term of two years with a probationary period of 9 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 Síochána's code, Regulations, Secondary Legislation, An Garda Síochána 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 Síochána to the Association of Garda Sergeants and Inspectors.

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