

EMPLOYER RELATIONS

E X E C U T I V E

As a key member of the advocacy team, delivery of the effective provision of HR and Employment Law supports to a portfolio of members across a diverse range of industries.



RESPONSIBILITIES

- Provide technical expertise and specialist advice on a broad range of IR/HR and employment rights to members including terms and conditions of employment, disciplinary and grievance procedures, redundancy, bullying and harassment, absence, sickness etc.
- Review Member policies to ensure compliance with relevant statutory and legislative obligations
- Prepare written submissions for third party hearings
- Represent member companies before third party employment bodies
- Represent member companies in union/company negotiations
- Maintain a strong business partnership relationship with members
- Develop written contributions for publications as required
- Provide input to training courses in the area of Industrial Relations/Human Resource
- Deliver training in the area of Industrial Relations/Employment legislation
- Represent the interests of employers on external committees
- Be an active participant on various project teams as required
- Keep abreast of employment law; industrial relations and human resource developments
- Liaise with member companies regarding subscription payments with the view to obtaining timely settlement.
- Promote and support membership development initiatives.

NOTE: This list is not exhaustive but serves to reflect the nature of the duties included in the role. Given the nature of the organisation and the need to respond to members' needs on an ongoing basis, the role is subject to change over time. Candidates must have a full driving licence and access to a car.

EMPLOYER RELATIONS EXECUTIVE



REQUIREMENTS

Qualifications

- Primary degree preferably required in Human Resource or Diploma/CIPD qualification in Industrial Relations/Employment Law with at least 4 years HR/Employment Law experience within a busy HR/Legal environment.
- Full clean driving licence is essential

Knowledge

- Comprehensive knowledge of Employment Law and its application in unionised and non-unionised workplaces
- Industrial Relations and Human Resource Developments in Ireland and globally
- Understanding of the role of the third party industrial relations and employment institutions in Ireland
- Competitive, regulatory and cost issues facing business in Ireland

Experience

- Experience in representing companies at 3rd party industrial relations institutions
- Industrial Relations/Human Resource experience and/or people management experience
- Interfacing regularly with Senior Company Executives up to CEO level
- Experience in 3rd party industrial relations institutions
- Working in a representative/consultancy capacity for business
- Working in a team environment

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PERSONALITY

Competencies

- Strong interpersonal skills
- Negotiating and influencing skills
- Presentation and public speaking skills
- Ability to communicate succinctly and utilise a range of communication methods
- Excellent organisational and administrative skills
- Able to work in team environment

Personal Qualities

- Committed
- Presents a professional and friendly demeanour
- Calm under pressure
- Able and willing to travel as needed
- Able and willing to work outside normal office hours
- Flexible approach to work generally

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THE PACKAGE

You wouldn't expect us to disclose the salary range at this early stage, but we're very confident that we'll meet your expectations.

Our client understands the value of rewarding staff well and has put together an excellent package, including:

- Significant bonus scheme
- Fantastic pension
- Health payment to cover medical cover
- Permanent health insurance
- Life insurance/death in service