

DATE	February 2019
POSITION TITLE	Deputy General Secretary Garda Representative Association (GRA)
LOCATION	Dublin city centre
SALARY	Excellent package
COMPANY DESCRIPTION	<p>Our client The Garda Representative Association (GRA) is a High Profile membership body In Ireland with over 10,000 members. We are looking for a Deputy General Secretary to be involved in negotiations on behalf of members on matters of pay, pensions and conditions of service, be a spokesperson with media and external stakeholders. You will develop and maintain effective relationships with a diverse range of stakeholders and represent the interests of members to senior levels in government and the civil service, in Industrial Relations forums and to the public at large. You will support the General Secretary in marshalling the collective voice of members on identified priorities, terms and conditions of employment and welfare, and act on their instructions. This position will report into the General Secretary and the role will be directed by the General Secretary and the board. The Deputy General Secretary will give significant support to, and will ensure the effective management of the Organisation. He/she will ensure that the Association functions to the highest standards, achieving its objectives on behalf of members</p>
POSITION DESCRIPTION	<p>Responsibilities</p> <ul style="list-style-type: none"> • Act as a key negotiator in matters of pay, pension and conditions of service, developing strategies and tactics as appropriate • Act as a key spokesperson, under the direction of the General Secretary, in the media and support in the development of effective relationships with external stakeholders such as Government, Oireachtas, senior civil servants, Garda management, Garda Ombudsman Commission, Garda Inspectorate, the Police Authority, other Garda Representative bodies and relevant trade unions • To assist in the development and promotion of a cohesive and effective communications process within the Association and its members, marketing communication, digital and press. • Present an authoritative, credible and persuasive public image on behalf of the Association and its members while at all times behaving in a professional and considerate manner • Deputise for General Secretary in his/her absence • Contribute to providing strong and credible leadership to the Association • Assist in the development and implementation of a robust information management system for the Association • Attend scheduled meetings of the Central Executive Committee, by leave of that Committee, and carry out lawful instructions of the General Secretary and the Central Executive Committee

	<ul style="list-style-type: none"> To carry out duties and functions in accordance with the Constitution and Rules of the Garda Representative Association and as assigned by the General Secretary
<p>NUMBER OF YEARS PREFERRED EXPERIENCE</p>	<p>10+ years relevant experience</p> <p>Experience and knowledge</p> <ul style="list-style-type: none"> You hold a Degree / or qualification or equivalent experience A successful track record at senior level, preferably in a comparable membership organisation Substantial practical negotiation experience with a national Association or equivalent body. Knowledge and experience of the Industrial relations institutions of the State is desirable An understanding and/or experience of Policing/Law is desirable, but not essential Substantial practical negotiation experience with a national Association or equivalent body. Knowledge and experience of the Industrial relations institutions of the State is desirable Experience of public speaking and/or active engagement with the media and a proven ability to communicate effectively and concisely to a diverse range of audiences is essential Experience of dealing with diverse stakeholders in a complex membership organisation, preferably in the public services <p>Abilities and personal qualities</p> <ul style="list-style-type: none"> A strong personal commitment to the goals of the Association Exceptional communication, interpersonal, negotiating and influencing skills Ability to build and develop effective relationships with a range of internal and external stakeholders An ability to work independently and adapt to the demands of a dynamic membership organisation Personal resilience to effectively discharge the responsibilities of the role Good knowledge and experience of Microsoft Office /IT skills or similar Personal integrity, honesty and good character Natural Networker, skilled aerator and communicator A strong personal commitment to the goals of the Garda Representative Association Aptitude for problem resolution and handling complaints and working with media and communications. Project and time management. Well-developed IT skills and report writing.

- | | |
|--|---|
| | <ul style="list-style-type: none">• Change Management experience.• Ability to work under pressure and to meet deadlines.• Flexible approach in dealing with dynamic challenges.• Demonstrate initiative and innovation• Excellent people manager & skills |
|--|---|

CV's to gra@hrpgroup.ie

Cut-off date for applications Friday 1st March