

Industrial Officer - Trade Union Official

Job Description

General

The position of an Industrial Officer is a designated full-time Official in accordance with the rules of the union. Working as part of a small team of industrial staff and organisers, the Industrial Officer is expected to support the team in the achievement of specific objectives as determined by the union reporting directly to the Assistant General Secretary, but responsible ultimately to the General Secretary and the National Executive Council. The Industrial Officer will be assigned a specific allocation of members for whom she/he will have a direct servicing / recruitment / organising responsibility as directed in the first instance by the relevant Divisional Organiser. In addition the Industrial Officer is required to participate in divisional and national campaigns.

a) Servicing

This function falls into two distinct elements dealing with individual grievances and collective issues.

Typically, the individual grievance involves giving advice and/or representing a member by way of grievance or disciplinary procedure with the latter, in some instances, resulting in industrial tribunal proceedings. Collective matters concerning groups of workers may involve negotiations with employers across a wide spectrum of employment issues such as wages, payment systems and patterns of work, etc. The objective of representation in some instances is the enhancement of wages and conditions, and at times the protection of standards and employment.

b) Union Democracy

The Industrial Officer is expected to offer guidance to the Locals within their allocation/division. This involves the Industrial Officer assisting the Local to conduct its affairs in accordance with the union's rules in dealing with matters such as Local elections, union meetings/finances, and workplace ballots etc. Locals may also require guidance in terms of their responsibilities in regard to union elections, the Biennial Delegate Meeting (BDC) and the application of union policy. Industrial Officers are expected to arrange and attend their respective Local meetings and also the Mandate Biennial Delegate Meeting.

c) Liaising with Others

The building up of trust and confidence with the members is crucial. The relationship with active members and union representatives is especially important as they are often the 'face' of the union as seen from the workplace. It is also important to develop sound and professional relationships with employer representatives in order that the best interests of the membership are served. In the case of large multi-site companies it may be necessary for the Industrial Officer to co-operate in developing a particular national strategy as directed by the Assistant General Secretary responsible and/or the appropriate Divisional Organiser.

d) Recruitment

As a Mandate Industrial Officer, recruitment of members is a core function. The Industrial Officer has responsibility to ensure that an effective recruitment focus is in place in his/her division. This entails developing strategies for recruitment including mapping potential sites, pro-active campaigns and involvement in national recruitment programmes working closely with Mandate's Organising Department.

e) Administration

Clerical and administrative support is provided for all Industrial Officers. However, it is the responsibility of each Industrial Officer to respond to verbal and written communications arising from their membership allocation, to ensure that important meeting dates are kept and that senior officers, as appropriate, are appraised of activities, particularly where these involve matters of major concern or media interest. The role of the Industrial Officer involves the preparation of detailed claims and/or reports. Industrial Officers are responsible for the implementation of Mandate's Data protection Policy, ensuring that all membership data is secure and only used for the purpose of members' trade union membership.

f) Activists / Organising / Training

It is the responsibility of Industrial Officers to develop and maintain a sound activists' base across all employments and to liaise with the appropriate Mandate personnel to ensure that adequate supports and training are provided for activists. Industrial Officers will be responsible for developing a culture of union involvement and organising by activists within the division.

Industrial Officers are expected to initiate and involve members/activists in all Mandate campaigns and to fully support all Mandate campaigns

g) Transport

A union car is provided, which is fully serviced and insured/taxed by the Union. A mileage allowance is in place to cover all business mileage. A full clean driving licence is required for this role.

h) Campaigns

The role requires a strong sense of social justice on issues not only impacting Mandate members in their employment, but also in their everyday lives. To this end, the Industrial Officer is required to campaign on agreed social and political issues of importance to Mandate members, their families and communities.

i) Information Technology (IT)

The role of an Industrial Officer is a “mobile role” albeit based in our Cork City Office. Mandate provides the most up to date mobile IT and data base access to our Industrial Officers. Therefore, the successful candidate will have good IT skills.

The Industrial Officers’ terms and conditions are as per the terms of the current agreements at the time of application.