



*Secretariat of Secondary Schools CLG
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Charity Number 20010089*

HR/IR and Employment Law Advisor

The Secretariat of Secondary Schools CLG (SSS) is now recruiting a HR/IR and Employment Law Advisor. The vacancy exists due to expansion of the services provided by the Joint Managerial Body (JMB) and Association of Management of Catholic Secondary Schools (AMCSS) divisions within the company. JMB/AMCSS exercises a leadership role at national level in the formulation, development and implementation of policy and represents the voluntary secondary school sector in negotiations on issues which affect leadership and management in schools. JMB/AMCSS also provides support, advice, and training across a wide range of operational and leadership areas of activity in our member schools.

The Role of the HR/IR & Employment Law Advisor

The HR/IR & Employment Law Advisor will join the School Management Advisory Team at the SSS and he/she will report to the Assistant General Secretary (School Management Advisory). The appointee will advise school management on human resource management, industrial relation activities and employment law. The responsibilities associated with the role include:

- Drafting and reviewing documentation including contracts of employment, HR policies and procedures.
- Dealing with queries which relate to HR/IR and Employment Law issues, by phone, email and in person.
- Assisting and advising schools around compliance with Department of Education circulars.
- Supporting and advising schools in relation to internal workplace investigations and procedures.
- Providing training for school management in the areas of conflict resolution and people management, mediation, HR/IR and Employment Law.
- Supporting and representing schools in voluntary adjudication processes.
- Developing guidelines for school management in respect of best practice in relation to recruitment, selection and human resource management.

The successful candidate will have:

- A third level degree or relevant qualification in Human Resource Management, Law or Business.
- Experience and in-depth knowledge of HR/IR issues and Employment Law especially in the education context.
- Excellent interpersonal and communication skills
- Strong organisational/ administrative skills and be highly motivated.
- Ability to work on their own initiative and as part of the School Management Advisory Team.
- In-depth knowledge of current school management structures, regulations, and relevant legislation.

Location: The HR/IR and Employment Law Advisor will be based in the Secretariat of Secondary Schools at Emmet House, Milltown, Dublin 14 and he/she will have access to a hybrid working model subject to the approval of the Board of Directors.

Nature of the Post: The is a permanent post with a six-month probationary period, extendable to nine months.

Salary: Commensurate with experience.

Hours of Work: The working week is Monday to Friday with normal working hours from 9.00am to 5.00pm. The nature of the role may require occasional attendance at meetings/training in the evenings and on Saturdays.

Applications:

Applications will be accepted by the deadline of 24th May 2023 at 5.00pm.

The Secretariat of Secondary Schools CLG (employer) is an Equal Opportunities Employer.

An Application Form is available from: www.jmb.ie

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