

## **Appointment of Industrial Relations Officer**

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March 2024

## 1. Advertisement

### Cabinet Office

#### Appointment of Industrial Relations Officer

**Job Reference:** MIRS - 018889

**Salary:** £68,975 to £80,385 per annum

**Closing Date:** 5pm on 5<sup>th</sup> April 2024

**Body:** Manx Industrial Relations Service (MIRS)

**Location:** Imperial Buildings, Bath Place, Douglas, Isle of Man

**Employment Type:** Permanent

**Hours Per week:** 37

#### About the role

Would you like to work in a challenging and diverse senior leadership role that has a huge impact on the Isle of Man's industrial relations climate?

Every day is different in the Industrial Relations Officer position, leading and managing our small, experienced team of Deputy Industrial Relations Officers; you will take overall responsibility for maintaining a stable industrial relations climate on the Island, by exercising your statutory responsibilities.

You will be the focal point of industrial relations/HR expertise in relation to Isle of Man employment legislation, and your knowledge and skills will drive the MIRS to deliver impartial and independent advice, and to resolve individual and collective disputes through effectively negotiating with employees, employers, advocates and trade union representatives.

Everyone in our team takes pride in the work they do and works very hard for the Isle of Man in a friendly, supportive and knowledgeable environment. Our working environment is very busy and fast paced; annually we deal with over 10,000 enquiries, and the customer always comes first.

#### Working for the Manx Industrial Relations Service

We care, nurture and value our employees' wellbeing, development and career and place great importance on rewarding the commitment by our wonderful employees.

We support and promote flexible working, recognising the importance of working flexibly around your life and commitments and the benefits of improving work-life balance. We are happy to discuss flexible working arrangements where possible and if interested you should discuss this with the Recruiting Manager.

The Manx Industrial Relations Service is committed to promoting an inclusive culture that celebrates [equality, diversity and inclusion](#). We understand how a wide range of views and experiences can benefit us as we work together for the Isle of Man.

#### Making the Isle of Man your new home

A hidden gem in the Irish Sea, the Isle of Man boasts an extensive coastline, stunning natural landscapes and unspoilt beaches. There are an abundance of opportunities and lots of places to discover!

You can visit our great cafes, bars and restaurants, and become part of the Island's close-knit community. The island is well connected to the UK with quick, direct flights and ferries to many destinations.

Want to find out more about Island life? Visit <https://www.locate.im/> to find out why you should make your move to the Isle of Man!

A relocation package of up to £10,000 based on receipts is available for this role.

### **Ready to apply?**

We understand that you might have some questions about the role and the Recruiting Manager is on hand to support you. You can contact Nicola Batey (Interim Industrial Relations Officer) on 672942.

The Industrial Relations Officer is appointed by the Governor in Council under Section 5 of the Trades Disputes Act 1985, on the advice of the selection panel after consulting the Public Services Commission.

We want you to get the best out of your application, so we recommend reading our [Important Guidance Notes for Applicants](#) before applying to learn about our recruitment process.

Applications will be accepted up to midnight of the closing date specified. If you have difficulties applying online please contact the Recruitment Team on 01624 685753 or by email at [CrownAppointments.CO@gov.im](mailto:CrownAppointments.CO@gov.im)

Interviews will be held on 26<sup>th</sup> April 2024.

## 2. Job Description

<b>Job Title</b>	Industrial Relations Officer
<b>Grade</b>	Analogous to OS7
<b>Terms and Conditions</b>	Appointed by the Governor in Council Analogous to the Isle of Man Civil Service Regulations (as modified to suit the role)
<b>Responsible to</b>	Governor in Council through the Chief Executive Officer – IOM Government
<b>Responsible for</b>	Deputy Industrial Relations Officers
<b>Location</b>	Ground Floor, Imperial Buildings, Bath Place, Douglas

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### What will you do?

The Industrial Relations Officer (IRO) has overall responsibility for maintaining a stable industrial relations climate within the Isle of Man by exercising their statutory responsibilities.

The IRO, with the assistance of the Deputy IROs, will in accordance with the Equality Act 2017, the Employment Act 2006 and the Trade Disputes Act 1985, provide conciliation in individual and collective complaints regarding alleged breaches of employment legislation.

In addition the IRO will offer impartial and independent advice to employers, employees and their representatives to settle any differences that might arise.

They will deal with employers, employees, trade unions and representatives giving independent and impartial advice and guidance on a wide range of industrial relations matters and good employment practice.

The IRO is responsible for the management and accountability of the office and ensuring compliance with all relevant legislation.

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### What does that involve?

- Maintaining and promoting a stable industrial relations climate and employment practices amongst employers and employees within the Isle of Man.
- Advising on the legislative framework and good practice to employers, employees and/or their representatives.
- Ensuring the Manx Industrial Relations Service (MIRS) provides an effective conciliation service in respect of claims or potential claims as detailed in the Employment Act 2006 and the Equality Act 2017. Through conciliation, providing prompt and effective support to parties and seek to avoid or to resolve Trade Disputes registered under the Trade Disputes Act 1985.
- Ensuring that the impartiality, independence and confidentiality of the MIRS is upheld at all times.

- Having overall responsibility for forecasting; determining and running the MIRS within agreed budgets and ultimate responsibility in ensure adherence to internal regulations and compliance with IOM Government Financial Regulations and statutory functions.
- Preparing and presenting reports, including an annual report for the Council of Ministers.
- Working collaboratively with the Department for Enterprise in relation to employment law changes.
- Data Protection Officer for the MIRS with overall accountability for data protection and freedom of information compliance.
- Managing the provision of a confidential and impartial mediation service.
- Developing and delivering talks and training material to increase awareness of employment legislation and good working practices. Drafting guide books on relevant topics with overall responsibility for the maintenance of the website and social media sites.

### **KNOWLEDGE, SKILLS AND TRAINING**

The post holder should have –

- The ability to lead an independent team whilst having responsibility for maintaining the reputation of the MIRS and the Isle of Man in regards to employment law and the promotion of good employment practices.
- Extensive experience of dealing with practical employment and industrial relations issues including experience of dealing with dispute resolution of contentious matters, bringing about solutions and negotiating with Trade Unions.
- A solid understanding of the framework of employment and equality legislation, the practical implications, and best practice application in employment relations enabling the post holder to undertake the most complex enquiries and cases.
- Understanding and awareness of relevant issues and forthcoming changes in employment legislation in the Isle of Man and across the UK.
- Evidence to demonstrate that they can maintain an independent and impartial approach when promoting the settlement of differences and disputes.
- Excellent communication skills, with an essential ability to deal with telephone, email and face-to-face enquiries often in difficult and upsetting circumstances.
- The skills and flexibility to adapt and tailor options around the delivery of services offered by the MIRS to suit the needs of individuals and groups seeking assistance.
- Relevant professional qualifications and training such as CIPD qualification, workplace mediation, and/or individual and collective conciliation training.
- Experience of report writing and project work.
- Experience and commitment to excellent office, staff and financial management.

This document is intended to be a guide to the general scope of duties and not a fixed specification. This job description is subject to change and will be reviewed at regular intervals with the post holder.

### What do you need to be successful in this role?

	<b>Essential or Desirable</b>	<b>Method of Assessment</b>
<b>Credibility</b>		
Relevant HR/Industrial Relations qualifications such as CIPD or equivalent standard	E	CV / application
An accredited mediation qualification	D	CV / application
Evidence of Continuing Professional Development (CPD)	E	CV / application
<b>Capability</b>		
Extensive experience in dealing with a wide range of industrial relations and employment law related issues at a senior, and complex level	E	CV / interview
Experience of dealing with disputes of both a collective and individual nature in an employment environment. Experience of negotiating with Trade Unions and staff associations	E	CV / interview
Excellent understanding and practical experience of employment and equality legislation and its practical application as well as best practice, facilitating the resolution of complex employment queries and disputes	E	CV / interview
Experience of managing a team and adhering to budgetary responsibilities and managing administrative functions	E	CV / interview
Experience of being able to work alone using own initiative and making decisions to solve problems.	E	CV / interview
Ability to deal with a wide range of clients from different backgrounds, in a confidential, fair and impartial manner	E	CV / interview
Skilled in dispute resolution, with the ability to influence and negotiate effectively	E	CV / interview
Ability to demonstrate a strong focus on raising standards and improving quality of services	E	CV / interview
Ability to engage and work supportively with the MIRS team to achieve objectives and maintain service levels	E	CV / interview
Sound strategic awareness with the skills to develop and implement the strategic direction of MIRS	D	CV / interview
Good level of IT user skills including MS Office packages	E	CV / interview
Experience of preparing reports and giving presentations to a wide and diversified audience	D	CV / interview

High level of analytical, problem solving and decision making skills using own initiative. Ability to quickly grasp the salient points of an issue	E	CV / interview
Ability to act impartially and independently	E	CV / interview
<b>Character</b>		
Able to quickly establish and maintain effective working relationships with a wide range of contacts, often in difficult and adversarial circumstances	E	Interview
Demonstrates a patient and practical approach to dealing with issues.	E	Interview
Ability to build rapport and trust quickly	E	Interview
Reliable, flexible and resilient approach to work – able to respond positively to changing demands	E	Interview
Excellent communication skills	E	Interview
Ability to act with tact and diplomacy. Ensures that conduct is of a manner consistent with the authority and standing of the appointment.	E	Interview
Has personal credibility to guide parties in finding appropriate solutions to resolve employment disputes	E	Interview
Ability to work under pressure whilst remaining confident, calm and controlled even under pressure	E	Interview
<b>CIRCUMSTANCES/INTERESTS</b>		
Isle of Man Worker	D	Application, interview & pre-employment checks
Current Driving licence holder with access to own vehicle	D	CV and interview
Able to be flexible with working hours	E	CV and interview
The Industrial Relations Officer shall not carry on another role that is similar to, or the same as, that of an Industrial Relations Officer or be indirectly concerned in any such role either on the Isle of Man or in the United Kingdom (or elsewhere)	E	CV and interview

## 4. Main Terms and Conditions

### MAIN TERMS AND CONDITIONS INDUSTRIAL RELATIONS OFFICER

Though the running costs of the Manx Industrial Relations Service are met out of monies voted by Tynwald, the Island's Parliament, the Industrial Relations Officer operates independently from all other agencies of Government. Consequently, neither the Industrial Relations Officer nor the Deputies are members of the Island's Public Service but, for practical purposes, the terms and conditions upon which the appointment will be made are generally in accordance with the Public Service Regulations, with key details as follows:

#### 1. **Tenure**

The appointment is permanent, subject to retirement or termination of employment in accordance with these Terms and Conditions.

#### 2. **Duties**

The duties are as set out in the Job Description, although this document is not exhaustive.

#### 3. **Remuneration**

The current annual salary scale for the post is as follows:

£68,975 - £80,385

The salary is based on the IOM Civil Service Open Structure grade 7 (OS7) (points 38 to 42) which falls in Pay Band 31, which is subject to annual review. This will be payable in 12 monthly instalments by Bankers Automated Clearing System (BACS) on the 25<sup>th</sup> day of each month or the nearest working day as may be determined by the Treasury.

The point of entry to the scale will take account the relevant qualifications and experience.

#### 4. **Hours of Work**

A normal conditioned working week of 37 hours (net). This will normally be spread over five working days, 9.00am to 5.30pm Monday to Friday, however attendance may be required outside of these hours. The salary is inclusive and no additional payments will be made for additional hours worked or attendance outside normal office hours.

#### 5. **Superannuation**

Subject to eligibility, the Public Sector Pension Authority offers a contributory pension scheme (the Isle of Man Government Unified Scheme 2011.) Arrangements exist for the transfer of most pension rights. All enquiries with regard to this scheme should be addressed to the Public Sector Pensions Authority (Tel: 685598).

Note: Before making a decision on transfer of pension rights you are advised to check with the Public Sector Pensions Authority on the terms of the transfer as pension

schemes are complex. You may also wish to seek the advice of a qualified Independent Financial Adviser before taking any decision.

## **6. Annual Leave**

The provisions of the IOM Civil Service Regulations and the New Terms for New Starters and Promotions Agreement will apply in respect of the granting of annual leave, special leave, calculation of leave allowance, carrying forward leave, cash compensation etc. All applications for time off or related provisions under the Civil Service Regulations will require the prior approval of the Chief Executive Officer (Isle of Man Government) acting on behalf of the Governor in Council.

An annual leave allowance of:-

Service (years)	Allowance (days)
(on entry)	21
1	22
3	24
5	25
8	27
10	28

## **7. Sickness Scheme**

The provisions of the IOM Civil Service Regulations and New Terms for New Starters and Promotions Agreement will apply in respect of eligibility to sick pay, monitoring of sick absence etc. <https://hr.gov.im/terms-conditions-for-employees/civil-service/section-e-sick-pay-scheme/>

These may provide for:

- during the first year of service – one months' full pay and one months' half pay
- during the second year of service – two months' full pay and two months' half pay.
- during the third year of service – three months' full pay and three months' half pay in any 12 month period

provided that there is a reasonable prospect of eventual recovery and return to duty and subject to the production of medical certificates

## **8. Termination of Office**

### **a. By the Governor in Council**

The Industrial Relations Officer may be removed from office at any time by the Governor in Council.

Removal from office would, save in the case dismissal on disciplinary grounds or premature retirement on ill-health grounds or retirement, be on the basis of 3 months' notice in writing to the Industrial Relations Officer and for good cause which may include any of the following:-

- (a) the Industrial Relations Officer's inefficiency or capability (in which case the procedures to be followed, the Industrial Relations Officer's rights of appeal, etc., will be similar to those applicable to established civil servants); or
- (b) the Industrial Relations Officer's ill-health where there is not a reasonable prospect of recovery and return to duty (in which case the procedures to be followed, the Industrial Relations Officer's rights of appeal, etc. will be similar to those applicable to established civil servants); or
- (c) the Industrial Relations Officer's unsatisfactory conduct (in which case the disciplinary procedures and the Industrial Relations Officer's right of appeal will be similar to those applicable to established civil servants); or
- (d) some other substantial reason.

The Industrial Relations Officer may be suspended from office at any time for good cause.

#### **b. By the Industrial Relations Officer**

The Industrial Relations Officer may resign at any time by giving three months written notice to the Governor in Council, save in the event of ill health dictating a shorter notice period or where a shorter notice period is mutually agreed.

#### **NOTE: For the purposes of interpretation of Civil Service Regulations:-**

Any functions of the "Public Services Commission" or "Commission" in the Regulations shall be undertaken in respect of the Industrial Relations Officer by the Chief Executive Officer (Isle of Man Government), who shall advise the Governor in Council in relation to matters pertaining to the termination of office under this section.

### **9. Conduct and Performance**

The Disciplinary Procedures in the Civil Service Regulations will be used, should the need arise, with appropriate amendments to reflect the nature of this office.

NOTE: For the purposes of the Discipline procedures in Civil Service Regulations:-

- (i) the office of Industrial Relations Officer shall be deemed to be a Chief Officer in the event that a complaint is made, and all references to the Minister shall be replaced by "the Governor in Council";
- (ii) all disciplinary matters relating to the Industrial Relations Officer will be dealt with by the Governor in Council, through the Chief Executive Officer (Isle of Man Government). All references to the "Secretary of the Public Services Commission" shall be replaced by "Chief Executive Officer (Isle of Man Government)" and all references to the "Public Services Commission" or "Commission" shall be replaced by the "Governor in Council". Removal from Office would be in accordance with the provisions of this Section.

### **10. Grievance**

The Grievance Procedures in the Civil Service Regulations will be used, should the need arise, with appropriate amendments to reflect the nature of this office.

NOTE: For the purposes of the Grievance procedures in Civil Service Regulations:-

These procedures may be adopted if the Industrial Relations Officer has a grievance. In such cases the Grievance Handling Form shall be amended to delete references to the Civil Service. Any grievance against the Industrial Relations Officer will be dealt with by the Governor in Council, through the Chief Executive Officer (Isle of Man Government).

#### **11. Travel and Transport**

The Industrial Relations Officer is required to make transport arrangements for the performance of his or her duties for which no official vehicle will be provided.

It is the responsibility of the Industrial Relations Officer to ensure that, if his or her own private car is used in the performance of his or her duties, he or she is adequately insured against all third-party claims.

The Industrial Relations Officer will be eligible to claim travel, subsistence and out-of-pocket allowances in accordance with the Civil Service Regulations.

#### **12. Outside Activities and Interests**

The Industrial Relations Officer shall not carry on another role that is similar to, or the same as, that of an Industrial Relations Officer or be indirectly concerned in any such role either on the Isle of Man or in the United Kingdom (*or elsewhere*).

*General Principles:* While holding office the Industrial Relations Officer must ensure that his or her conduct is of a manner consistent with the authority and standing of the appointment. The Industrial Relations Officer must not, in any capacity, engage in any activity which might undermine, or be reasonably thought to undermine, his or her independence or impartiality. The Industrial Relations Officer may not undertake any task or engage in any activity which in any way limits his or her ability to discharge his or her duties to the full. The Industrial Relations Officer should so conduct his or her private affairs so as to minimise the possibility of conflict or embarrassment.

The rules as to the [acceptance of gifts, rewards and other benefits](#) for established civil servants shall apply.

#### **13. Acceptance of outside appointment**

The Industrial Relations Officer accepts the appointment on the understanding that following the termination of the appointment he/she will not take up a similar role in the Isle of Man for a period of at least 6 months following termination.

#### **13. Relocation Fees, and Expenses**

A relocation package of up to £10,000 based on receipts is available for this role.

#### **14. Variation of Terms**

The provisions applying to established civil servants as set out in Civil Service Regulations may be updated, amended or augmented from time to time, and will similarly apply to this appointment.

## **5. Selection Procedure**

### **Criminal records**

The application form asks you about criminal records. As this post is not exempt, you are not required to disclose details of any previous convictions in accordance with the Rehabilitation of Offenders Act 2001.

### **Work Permit Information**

If you are unsure about your Work Permit status, advice should be sought from the Department for Enterprise, telephone 682393 or via the website <https://www.gov.im/categories/working-in-the-isle-of-man/work-permits/>

### **Completing your C.V.**

When preparing your C.V. please ensure it contains the following information:-

- Educational qualifications with grades and dates obtained\*
- Training Courses attended (with dates);
- Full employment history with dates and reasons for leaving, including names and addresses of current/past employers;
- Any gaps in employment and the reasons for this;
- Current salary;
- Motivation and reasons for applying.

\*You may be required to produce certificates or evidence of relevant qualifications;

### **Acknowledgements**

All applications for the position of Industrial Relations Officer will be acknowledged. If you do not receive an acknowledgement to your application within 5 working days, please contact [CrownAppointments.CO@gov.im](mailto:CrownAppointments.CO@gov.im) .

### **Selection Panel**

All applications will be considered by a recruitment and selection panel approved for this purpose by the Governor in Council.

### **Shortlisting**

The Selection Panel will review each application against the requirements of the job description and person specification and determine a shortlist for interview. Applicants not shortlisted will be notified accordingly at this stage.

### **Selection**

The Selection Panel will interview all shortlisted candidates on 26th April 2024 and will make any recommendations for appointment to the Governor in Council thereafter. The successful candidate will be issued with a formal offer which may be subject to any outstanding pre-appointment checks such as health screening or references.