



NORTHERN IRELAND HOUSING EXECUTIVE (NIHE)
SECONDED OFFICER POST

PERSONNEL SPECIFICATION

Essential Criteria

1. Continuous membership of NIPSA for the last 12 months.
2. Experience of trade union activity in NIPSA or comparable activity in another trade union.
3. Ability to communicate orally and in writing in a clear and effective way.
4. Knowledge of the main aspects of NIHE conditions of employment and current issues affecting the Housing Executive.
5. Ability to negotiate effectively on personal and collective issues affecting members within the NIHE.
6. Ability to represent members on individual and collective issues at all levels, including grievance, disciplinary hearings and Employment and Industrial Tribunals.
7. Ability to work as part of a team, as a team leader, to a good standard with the minimum of supervision and at times under pressure.
8. Ability to assemble material and prepare minutes, policy documents, circulars, reports and detailed NIPSA responses.
9. Ability to utilise IT and social media platforms to promote the work of NIPSA, aid recruitment campaigns and communicate with members.
10. Experience of addressing groups of people or experience which would indicate the ability to promote NIPSA with staff in the NIHE.
11. Experience of dealing with issues in the Housing Executive, including engagement at senior management level in the organisation.
12. Ability to develop good working relationships with NIHE Management Side representatives and with NIPSA Branches in NIHE.

Desirable Criteria

1. Experience as a NIPSA Branch Officer, Central Panel or a Trade Union Side representative or other comparable trade union experience.
2. Knowledge of general trade union issues in the public services.

NOTE: *Candidates must meet all the Essential Criteria. Desirable Criteria may be applied for shortlisting purposes and/or for the purpose of questions put at interview.*

May 2026