

NORTHERN IRELAND HOUSING EXECUTIVE (NIHE)

INFORMATION ON DUTIES OF THE

NIHE SECONDED OFFICER POSTS

TERMS AND CONDITIONS

1. The full-time NIPSA Official, amongst other duties, has overall responsibility for NIHE issues. The NIHE Trade Union Side (TUS) Secretary and Assistant TUS Secretary will assist the NIPSA Official in this and be responsible for a range of day-to-day NIHE issues.
2. Subject to the agreement of the NIHE, the successful applicant will be released on full-time secondment at their existing NIHE grade. The appointment will initially be for a twelve-month period and may be extended for a further two-year period by the Appointments Panel. At the end of the secondment arrangement, the post-holder will return to the NIHE at their substantive grade.
3. NIPSA pays an allowance to a person undertaking the duties of the Post on full-time secondment. This allowance, which is taxable under Inland Revenue rules, currently amounts to £1,744.00 per annum. Tax will be deducted at basic rate of tax by NIPSA applying normal PAYE procedures.
4. The post holder will continue to be an employee of the NIHE under its Terms and conditions of service. However, the following conditions apply to the postholder. The postholder will work a 37-hour week with normal office hours of 9.00a.m. to 5.00p.m., Monday to Friday but a more flexible working arrangement can be agreed, where required. Seconded Officers, as is the case with NIPSA Headquarters Officials, can be required to work outside normal working arrangements and no overtime is payable. Attendance at Conferences, Seminars etc which may involve staying away from home is also a requirement of the job from time to time. Travel and subsistence payments due in respect of the duties of the post will be met by NIPSA.
5. The specific allocation of responsibilities for the Posts will be agreed with the NIPSA Official and may be varied from time to time.
6. All Seconded Officers will report to the NIPSA Headquarters Official with responsibility for the NIHE. The duties of the post are both interesting and demanding. The specific functions of the posts include: -

- (a) Correspondence and negotiations with Management Side on matters affecting NIHE members.
- (b) Representations to Management Side on behalf of individual members including grievance, disciplinary, absence management, performance management, job evaluation cases, Appeal Board and Employment and Industrial Tribunals, etc.
- (c) Servicing the Trade Union Side and the Central Panel and its Sub Committees, including providing advice and assistance to the NIHE Branches, the Trade Union Side, the Central Panel and any Sub Committees.
- (d) Preparation and submission of detailed responses by Trade Union Side to Consultants Reports, Management Reviews, structural or organisational proposals, policy development etc.
- (e) Assist in the development of the organisation and structure of NIPSA within the NIHE including recruitment of members to NIPSA, attending Branch meetings and liaising with Branch Representatives etc.
- (f) Preparation and issue of minutes, circulars and progress reports to Branches, relevant sections of the NIPSA Progress and Annual Reports with the co-operation of NIPSA Headquarters.
- (g) Assisting in the organisation and business of the NIPSA Central Panel meetings and its Annual General Meeting.
- (h) Liaising with NIPSA Headquarters; and
- (i) Liaising with other recognised Trade Unions which organise within the NIHE.
- (j) The TUS Secretary will hold responsibility for Managing the Trade Union Side Offices, including day to day management of the Assistant Trade Union Side Secretary post holder/s.

General Information

- 7. NIPSA is an equal opportunities employer and welcomes applications regardless of colour, race, ethnic or national origins, political opinion, disability, age, gender, marital status, sexual orientation or religious belief.
- 8. A personnel specification setting out the **essential** and **desirable criteria** for the posts is attached at Annex 2.
- 9. Facilities for training will be made through the NIPSA education programme.

May 2026