

nipsa

General
Secretary
Election

2026

Duties, Terms and Conditions
of Employment

Biedlin Public Services
Heffin' Waarkers in the Public Airt

Protecting Public Services
Supporting Public Servants

Ag Cosaint Seirbhísí Poiblí
Ag Tacú le Seirbhísigh Phoiblí

Northern Ireland Public Service Alliance

General Secretary

Duties, Terms and Conditions of Employment

Introduction

1. Under rule 6.1 the general management and control of NIPSA and the handling of the whole of its affairs is vested in the General Council. Among the specific powers of the Council set out in rule 6.9(g) is the power to engage and discharge the officers and staff of the union, determine their pay and conditions of employment and enter into any agreement with them as it considers appropriate in accordance with the rules of the union and the requirements of the law.

Duties

2. Within the powers given to the General Council, the constitution sets out in rule 7.4 the specific responsibilities of the General Secretary. Rule 7.4 reads as follows:

“The General Secretary shall supervise the general work of the Union, and shall:

- a. Be responsible for a correct record being made of the names of all members present at meetings of the General Council and Committees and for minutes of the proceedings at all such meetings being duly recorded. Copies of such minutes, authenticated by the signatories of the respective Chairpersons, shall be duly bound and retained by the General Secretary in the offices of the Union;
- b. Give up all books, documents and property belonging to the Union when ordered so to do by a resolution of the General Council or of the General Conference. The General Secretary shall keep the documents and papers of the Union in such manner and for such purposes as the Council may decide;

- c. Have the power after consultation with the President to convene meetings of the General Council or other Committees when necessary, and shall have the power to attend all meetings of the Council and its Committees;
 - d. Prepare all documents and returns required by statute or statutory regulations;
 - e. Exercise overall responsibility for the management of the finances of the Union;
 - f. Be empowered, under the direction of the General Council, to deal with all matters affecting other staff of the Union including the number required, appointment, dismissal, discipline, pay, promotion and other conditions of service;
 - g. Be empowered in individual cases to delegate the rights and duties of the General Secretary to any other full-time Officer.
- 3.** The General Secretary is charged with supervising the general work of the union as well as overall responsibility for the management of all the staff and finances. The General Secretary will deal with major policy matters and major negotiations for NIPSA's 45,000 plus members employed in a diversity of occupations across a wide range of public services. They will be NIPSA's leading representative on a number of negotiating bodies in the public services.
- 4.** In addition to the above responsibilities the General Secretary is NIPSA's principal representative on the senior committees within the Irish Congress of Trade Unions and is likely to be responsible for representing the whole of the trade union movement on public bodies. The General Secretary also has the task of being the official spokesperson for NIPSA. They are also charged with the overall management and direction of approximately 50 staff employed by NIPSA.

Salary

5. With effect from 1 August 2025 (under review) the salary range for the General Secretary is £75,739 – 77,904. The candidate elected will be appointed at the bottom point of the pay scale.

Hours

6. Normal office hours are 9.00 a.m. to 5.00 p.m. Monday to Friday with a break for lunch of one hour per day. The General Secretary, as is the case with other NIPSA Officials, can be required to work outside these hours 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.

Leave

7. Annual leave for the General Secretary is 30 days.

Pension

8. A basic pension scheme exists which is contributory and provides benefits comparable to those of the Principal Civil Service Scheme (Classic Scheme) for the NI Civil Service. Details will be provided on request.

Tenure of Office

9. Under rule 7.2 the General Secretary shall serve a term of 5 years in office or, if earlier, until the age of retirement, but a General Secretary may remain in post without re-election for a period longer than 5 years up to the age of retirement, provided all of the following conditions are met:
 - a. they must have been elected not more than 10 years before retirement age;
 - b. they must have been elected to the post of General Secretary by a postal election which satisfied the statutory requirements for postal elections in force when it was held;
 - c. they must be a full-time employee of the union and have been so for at least 10 years (but not necessarily

consecutively); and

d. they must be within 5 years of retirement age.

- 10.** Rule 7.3 stipulates that when the term of office of a General Secretary expires or if they retire a fresh election shall be held. The outgoing General Secretary is eligible for election, provided they have not reached the age of retirement.

Trade Union Membership

- 11.** The General Secretary will be required to be a member of a trade union recognised under rule 7.5 by the General Council for the purposes of collective bargaining with the officers and staff of NIPSA.

Other Conditions

- 12.** Other conditions of employment will be comparable with those set out in the NI Civil Service Pay and Conditions of Service Code.

May 2026



info@nipsa.org.uk

028 9066 1831



[nipsaunion](https://www.facebook.com/nipsaunion)



[nipsa_the_union](https://www.instagram.com/nipsa_the_union)



[@nipsa.bsky.social](https://bsky.app/profile/nipsa.bsky.social)



[@nipsa_the_union](https://mastodon.social/@nipsa_the_union)



[@nipsa](https://twitter.com/nipsa)