



Higher Executive Officer Job Description

Responsible to: **Relevant Assistant Secretary or
Relevant Deputy General Secretary**

Main Duties & Responsibilities

1. The HEO grade has responsibility for issues affecting members in Health, Education Authority, Further & Higher Education, Councils, Non-Departmental Public Bodies, organisations in the Community and Voluntary Sector and certain smaller public bodies in Northern Ireland.
2. Within these areas of responsibility duties of the grade include the following:-
 - (a) Negotiating on collective issues within their assigned areas of responsibility including staffing, local pay and grading, with the assistance, as necessary, of a more senior official.
 - (b) Drafting and submitting cases and negotiating on issues of local pay, grading, job evaluation, allowances, hours of work, leave, health and safety, accommodation and other conditions of employment both collectively and for individuals, with the assistance, as necessary of a more senior official
 - (c) Progressing and negotiating NIPSA policies on equal opportunities including child care, parental leave, harassment in their workplace, disability and working and shift patterns.
 - (d) Contributing to the development of policies.
 - (e) Preparing submissions to Government and Management on matters relating to the specific areas of responsibility referred to at 2(a) above, under the direction of a more senior official.
 - (f) Being involved in the organisation of a range of campaigns e.g. in opposition to contracting out and privatisation and negotiating on these matters to protect the interests of NIPSA members.
 - (g) Representing members on all grievance and disciplinary matters.
 - (h) Representing members and preparation of cases in employment and other tribunals.

- (i) Working collaboratively with branches and other officials, in organisation and recruitment initiatives and to actively increase NIPSA membership in the relevant areas of responsibility.
- (j) Implementing and promoting NIPSA policies and adhering to and implementing the decisions of the relevant Conference, Committee, Panel and General Council.
- (k) Contributing to various NIPSA publications including Annual Report, Progress Report and NIPSA News.
- (l) Participating in NIPSA's Performance Management System.
- (m) Attending meetings of members in branches, panel, committees etc. where required.
- (n) Being involved in recruitment and selection panels for HQ posts as required.
- (o) Delivering employment area specific training e.g. Job Evaluation.
- (p) Keeping records and files as appropriate.
- (q) Such other duties that may be required and within the level of responsibility of the post.
- (r) Assisting more senior officials in the discharging of their duties.

October 2026