



HIGHER EXECUTIVE OFFICER

SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

<u>Salary:</u>	The salary scale with effect from 1 August 2025 will be: £41,920; £42,570 New appointments commence at the minimum point of the above pay scale.
<u>Hours:</u>	Normal office hours are 9.00 am to 5.00 pm, Monday to Friday with a break for lunch of one hour per day, but more flexible working patterns can be arranged. The Higher Executive Officer, 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 an occasional requirement of the job.
<u>Leave:</u>	Annual leave for the Higher Executive Officer is 30 days on entry.
<u>Pension:</u>	A basic pension scheme exists which is contributory and provides benefits broadly comparable to those of the Northern Ireland Civil Service Classic Scheme.
<u>Prospects:</u>	Opportunities exist from time to time for consideration for promotion to posts at a higher level within the organisation. Higher Executive Officers can be required for organisational or career development purposes to transfer to other Higher Executive Officer posts within NIPSA.
<u>Other Terms and Conditions:</u>	Implement union policies in the discharging of duties. Abide by all NIPSA policies and procedures. Comply with data protection and requirements for the protection of personal information and the privacy of individuals. Act in a manner that enhances the work of NIPSA and its overall public image.

OCTOBER 2026