



Deputy General Secretary Job Description

Responsible to : General Secretary
Responsible for : All staff in their areas of responsibility

Job Summary:

The Deputy General Secretary plays a crucial role in the leadership of the organisation, overseeing various sectors, including NICS Departments, Health, Education (including Further & Higher Education), Libraries NI, Housing, Local Government, the Community and Voluntary Sector, and Non-Departmental Public Bodies. The position involves strategic oversight, advising on committee decisions, leading campaigns, managing legal cases, and ensuring the smooth operation of IT and facilities. Additionally, the Deputy General Secretary is responsible for developing personnel policies and procedures and supporting the General Secretary in executing the organisation's mission.

Key Responsibilities:

1. Advise, service, and implement decisions made by various committees, including Departmental Committees, Panels, and Sub-Committees, ensuring alignment with NIPSA policies.
2. Oversee all aspects of pay, grading, allowances, and terms and conditions of employment.
3. Lead, initiate, manage, and organise campaigns addressing critical issues impacting members, ensuring strategic objectives are met.
4. Draft papers on a range of strategic issues, ensuring they align with NIPSA's goals and effectively address key concerns.
5. Prepare and present submissions to Government and Management on strategic issues, responding to consultation documents on behalf of the union.
6. Provide leadership and direction to staff and seconded officers, ensuring their duties are performed effectively and in line with organisational goals.
7. Manage NIPSA's communications, including the production of NIPSA News and other public relations activities, to enhance the organisation's visibility and member engagement.

8. Develop and manage Membership Services, including Legal Services, to ensure they meet the evolving needs of the members.
9. Oversee the organisation of branches and recruitment efforts, ensuring that initiatives are effective and membership is maximised.
10. Lead the development of personnel policies and procedures, ensuring they are current, effective, and compliant with legal and organisational standards.
11. Project manage legal cases.
12. Oversee the development and formation of NIPSA policies, ensuring they align with the organisation's strategic objectives.
13. Represent NIPSA at senior levels, including meetings with Senior Management, Government Ministers, Political Representatives, Assembly Committees, and Tribunals.
14. Build and maintain strong working relationships within NIPSA, across the wider trade union movement, with employers/management, and at all levels of Government.
15. Implement union policies as determined by Conferences, General Council, and Executive Committees, ensuring they are effectively carried out.
16. Contribute to various NIPSA publications, including NIPSA News, the Annual Report, and the Progress Report, providing insights and updates on key issues.
17. Lead and respond to key issues of interest to NIPSA members, such as Pensions, Welfare Reform, Housing, Health, Education, and the Review of Public Administration.
18. Manage staff, including work allocation, in consultation with the General Secretary, identifying training and development needs.
19. Lead and manage a team of NIPSA officials and/or seconded officers, ensuring their effective performance and professional development.
20. Participate in NIPSA's performance management system, ensuring that staff meet performance standards and organisational objectives.
21. Scrutinise and approve expenditure, ensuring strict compliance with NIPSA's financial procedures.
22. Oversee the organisation of annual conference and ensure other meetings and seminars are well-coordinated and meet organisational needs.
23. Participate in recruitment and selection panels for Seconded Officer and HQ posts, ensuring a fair and thorough selection process.

24. Attend meetings with members, branches, panels, and committees as required.
25. Maintain accurate records and files.
26. Oversee the management of the organisation's buildings and facilities, ensuring they are maintained to a high standard and meet the needs of staff and members.
27. Hold overall responsibility for the organisation's IT systems, including the website, service data, and other digital resources, ensuring they are secure, efficient, and effective.
28. On occasion represent and attend various conferences and events organised by NIPSA, and the wider trade union movement, in order to enhance the presence and reputation of NIPSA and its membership.
29. Assist the General Secretary in discharging their duties.

August 2026