



DEPUTY GENERAL SECRETARY

PERSONNEL SPECIFICATION

Essential Criteria

1. Five years' negotiating experience in a senior trade union capacity within the last 7 years.
2. Ability to negotiate effectively with senior management mainly in the public services on the full range of collective issues.
3. Ability to communicate verbally and in writing in a clear and effective way in presenting cases to management and in representing members before tribunals, etc.
4. Ability to prepare submissions, position papers, policy papers and other documents.
5. Ability to contribute to the formation and development of NIPSA policy on any issue.
6. Managing effectively a team of trade union officials and inspiring them to give of their best under pressure and with a minimum of supervision.
7. Inter-personal skills to liaise effectively and develop good working relationships at all levels within NIPSA, throughout the public services and with senior officials of other trade union bodies and outside organisations.
8. Ability to organise and lead campaigns on trade union issues.

Desirable Criteria

9. Ability to manage and direct teams of staff engaged on a range of administrative functions which may include financial, organisational, communication, information and training services.
10. Detailed knowledge of the organisation of public services in Northern Ireland.
11. Comprehensive knowledge of personnel procedures and practices in the public services of Northern Ireland.

12. Comprehensive knowledge of trade union issues in the public services of Northern Ireland.
13. Detailed knowledge of NIPSA's equal opportunities policies.

Candidates must note the following points

1. ***Information supplied in the job application form will be used to assess candidates against the essential criteria.***
2. ***The desirable criteria may be taken into account.***

August 2026