**General Secretary Role Requirements**

**Essential Criteria:**

* Knowledge and understanding of legislation directly affecting Trade Union governance and labour relations (TULRCA 1992 & Trade Union Act 2016 in particular).
* Proven experience and ability in leading national negotiations.
* Good oratory skills.
* Excellent verbal and written communication skills.
* Proven ability to lead and motivate.
* Up to date knowledge and practical application of Employment Law.
* Proven organisational and planning skills.
* Ability to deliver flexibility in working practices.
* Proven ability in Dispute Resolution.
* Understanding and practical application of Whistle-blower process and protections.
* Ability to manage member discipline and complaints.
* Proven ability and experience in leading national Pay Review process.

**Desirable Criteria:**

* Previous UK Law Enforcement experience within Serious Organised Crime Arena to ensure a greater understanding of the membership and NCA workforce.
* The NCOA is a relatively small employer but with significant responsibilities and assets. In addition to more standard TU roles and responsibilities required of them, the Gen Sec & President have principal roles in running the business side of the organisation. It would therefore be desirable to have some recent business experience or business skills.
* Experience of direct consultation with HM Govt/Cabinet Office.
* Ability to manage compliance.
* Full driving licence holder.
* Current or recent history of vetting.
* Media communications experience.
* Line management experience.

**General Secretary Role Profile**

The NCOA General Secretary is broadly responsible for leading the NCOA’s engagement work, as well as managing staff who also engage on behalf of the NCOA. The specifics of the role are enshrined in both the NCOA Rule Book and the NCOA Employee Handbook, but a brief summary of the roles and responsibilities are:

* Leading engagement with relevant stakeholders, including the NCA, Government departments and agencies, organisations in the Trade Union Movement e.g. Trade Union Certification Office, other TUs/staff associations/Police Federations, and the press/media
* Delivering NCOA mandated positions originating from the Annual Delegates’ Conference (ADC) and National Executive Committee (NEC)
* Advising the NEC and its sub-committees on all matters of engagement, including attending relevant meetings as required
* Supporting NEC members and NCOA Workplace Representatives in delivering their individual portfolios and responsibilities
* Interpreting and ruling on the NCOA’s rules (in circumstances specified in the Rule Book)
* Supporting the NCOA President in their role

**President Role Requirements**

**Essential Criteria:**

* Knowledge and understanding of legislation directly affecting Trade Union governance and labour relations (TULRCA 1992 & Trade Union Act 2016 in particular).
* Good oratory skills.
* Excellent verbal and written communication skills.
* Proven ability to lead and motivate.
* Up to date knowledge and practical application of Employment Law.
* Proven organisational and planning skills.
* Ability to deliver flexibility in working practices.
* Ability to manage compliance.
* Ability to manage member discipline and complaints.
* Knowledge of GDPR legislation
* Experience of Data Protection management and implementation
* Ability to satisfy all business banking security criteria. Must have history of financial solvency.

**Desirable Criteria:**

* Previous UK Law Enforcement experience within Serious Organised Crime Arena to ensure a greater understanding of the membership and NCA workforce.
* Full driving licence holder.
* Management of Business Banking
* Evidence of business management & procurement.
* Ability to negotiate and deliver Insurance & Indemnity provisions.
* Evidence of Information Commissioners Office rules and responsibilities around data breach
* Media communications experience.
* Line management experience.

**President Role Profile**

The NCOA President is broadly responsible for leading the NCOA’s business, as well as managing staff who also conduct administrative/business roles on behalf of the NCOA. The specifics of the role are enshrined in both the NCOA Rule Book and the NCOA Employee Handbook, but a brief summary of the roles and responsibilities are:

* Ensuring that NCOA members receive value for money in the services provided to them by the NCOA
* Liaising with relevant stakeholders, including accountants, private businesses. benevolent organisations, government departments and agencies, organisations in the Trade Union Movement (e.g. Trade Union Certification Office, other TUs/staff associations/Police Federations), and the press/media
* Delivering NCOA mandated positions originating from the Annual Delegates’ Conference (ADC) and National Executive Committee (NEC)
* Performing the role of Data Controller on behalf of the NCOA
* Advising the NEC and its sub-committees on all matters of business, data protection and membership, including attending relevant meetings as required
* Supporting NEC members and NCOA Workplace Representatives in delivering their individual portfolios and responsibilities
* Interpreting and ruling on the NCOA’s rules (in circumstances specified in the Rule Book)
* Supporting the NCOA General Secretary in their role