



## DEPARTMENT FOR EMPLOYMENT AND LEARNING

### PUBLIC APPOINTMENTS 2005

The Department for Employment and Learning (DEL) wishes to fill the vacancy of Certification Officer for Northern Ireland and would like to hear from individuals who feel they have the necessary background and relevant experience to serve in this post.

Applicants for this post should have a sound knowledge of current employment relations legislation and in particular legislation regulating trade unions and employers' associations.

The Certification Officer ensures that the affairs of trade unions and employers' associations are conducted in keeping with the legislation. The Certification Officer's role is quasi-judicial and in many instances he/she provides an alternative to the High Court for trade union members seeking legal remedies. He/she is required to respond to complaints/applications from trade union members impartially, and has powers to hold formal hearings and issue declarations and legally binding enforcement orders, as appropriate. Decisions are subject to appeal in the Court of Appeal on matters of law. He/she must also respond to information received in regard to alleged financial irregularities of trade unions and employers' associations and may do so by exercising the powers to conduct investigations into their financial affairs. The Certification Officer also approves political fund ballots and rule amendments, mergers between trade unions and mergers between employers associations. He/she determines trade union independence and may also withdraw independence certificates. The Certification Officer's decisions on these matters are subject to appeal in the High Court.

The appointment will be for three years. The Certification Officer is based in Belfast and is required to work two days per week. Remuneration is £18,646 per annum.

#### **Expressions of interest**

Those who feel they have the relevant skills and experience for this post should request an application form and information pack. These can be obtained by calling (028) 9025 7956, or by writing to:

Mrs Suzanne Lennox  
Department for Employment and Learning  
Room 203  
Adelaide House  
39/49 Adelaide Street  
BELFAST  
BT2 8FD.

Application forms should be completed and returned to the above address by 5pm on Friday 11 February 2005. It is hoped that the interviews will be held in week commencing 7 March 2005. If shortlisting is required, the panel will do this by selecting those who most clearly match the criteria in their application.

#### **Equality of Opportunity**

The Department for Employment and Learning is committed to the principles of public appointments based on merit with independent assessment, openness and transparency of process. The Department is committed to providing equality of opportunity for all individuals. Applications are welcome regardless of gender, age, marital status, disability, religion, ethnic origin, political opinion, sexual orientation or whether or not you have dependants.