**FROM: PAUL MCKINNEY Ref: I/C 33/23**

**DATE: 28 AUGUST 2023**

**TO: INTERCHANGE PARTNERS**

**Secondment Opportunity with**

**• The Agri-Food & Biosciences Institute (AFBI)**

**Information Governance & Records Officer**

1. I have attached an Interchange Hosting Proforma outlining the details of the above opportunity which has been advertised on the Interchange Website. A link to the website can be found on the HR Connect Portal under ‘Secondment Opportunities’.

Eligibility

1. The opportunity is aimed at individuals at middle management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. **AFBI** will meet salary costs and associated expenses. The salary scale is £32,880 – £34,011 per annum.

Duration

1. It is anticipated this opportunity will last 12 months. Any extension will be subject to the agreement of all parties.

Location / Travel

1. The successful candidate will be based at The role is based at AFBI’s Newforge Lane headquarters in Belfast. (The role may involve travel between this and other AFBI sites, and access to a suitable form of transport will be required).

Authorisation

1. All applications **MUST** be accompanied by authorisation from both your Line Manager **and** Interchange Manager, and confirmation that your parent organisation is willing to release you if successful.

How to apply (process for **non**-NI Civil Service organisations)

1. Interested staff should complete a candidate proforma, available at [www.interchangeni.org.uk](http://www.interchangeni.org.uk) and return it to the Interchange Secretariat at: interchangesecretariat@finance-ni.gov.uk by **5.00pm on Friday 08 September 2023**; otherwise I will assume a nil return.
2. Candidates should demonstrate in the proforma how they meet the requirements for the post. This information may be used for shortlisting purposes.

GDPR

1. Your information will be held and managed in accordance with the Data Protection Act/GDPR policies and procedures, including those relating to retention and disposal will be applied; the information will be used only for the purposes of this secondment, and will only be shared with any relevant third parties only with the explicit permission and assurance of NICSHR.

Further information

10. For further information please contact Martin Mooney on tel: 028 9025 5646 or by email at: Martin.mooney@afbini.gov.uk.

**Paul McKinney**

**Paul McKinney**