**FROM: PAUL MCKINNEY Ref: I/C 41/23**

**DATE: 06 October 2023**

**TO: NI CIVIL SERVICE STAFF ONLY**

**SECONDMENT OPPORTUNITY**

**ELECTORAL OFFICE FOR NORTHERN IRELAND**

**TRANSFORMATION MANAGERS (2 posts)**

1. I have attached an Interchange Hosting Proforma outlining the details of the above opportunities which has been advertised on the Interchange Website. A link to the proforma can be found on the HR Connect Portal under ‘Secondment Opportunities’ and on the Interchange Website [www.interchangeni.org.uk](http://www.interchangeni.org.uk)

Eligibility

1. These opportunities are open to staff at substantive **GRADE 7 and analogous grades.**

Salary

1. **The Electoral Office for Northern Ireland** will pay all salary costs and expenses. As this is a development opportunity the successful candidate will transfer at their current salary. The nature of the duties at the Electoral Office may mean significant work at election time outside office hours. Full overtime costs will be met.

Duration

1. It is anticipated this opportunity will be for a period from 1 December 2023 to 1 December 2025, with the possibility of an extension subject to the agreement of all parties.

Location

1. The successful candidate will be based at Electoral Office for Northern Ireland, St Anne's House, 15 Church Street, Belfast BT1 1ER. The Office supports hybrid working.

Authorisation

1. All applications **must** be accompanied with confirmation that your Line Manager & Business Area (Grade 5 level) Manager are willing to release you if successful in your application.

How to apply (this process is for NICS officials only)

1. Complete the candidate proforma which is available at [www.interchangeni.org.uk](http://www.interchangeni.org.uk) and forward a copy to your Line Manager and Business Area Manager (at least Grade 5 level) to ensure that endorsement for this application is provided prior to the deadline of **5.00pm on Friday 27 October 2023**.

 Fully endorsed candidate proformas should be submitted by the applicant to HRConnect at secondments@hrconnect@nigov.net or by post to:

Secondments Team

HRConnect, Metro Building

6-9 Donegall Square South

BELFAST

 BT1 9EX

 **NICS Outward Secondment Business Case**

* You should also complete the Outward Secondment Business Case at Annex A which should be retained by your business area/branch.
1. If the candidate is successful, the Line Manager should complete the Outward Secondment Business Case at Annex A which should be retained by your business area/branch. The Business Area will be responsible for departmental sign-off on the Secondment Agreement which will be prepared by NICS HR / HRConnect.

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 about the post please contact Dr David Marshall, Chief Electoral Officer for Northern Ireland by email at: david.marshall@eoni.org.uk.

**Paul McKinney**

**ANNEX A**

**Outward Secondment Business Case**

