**FROM: PAUL McKINNEY Ref: I/C 43/23**

**DATE: 02 NOVEMBER 2023**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**THE EXECUTIVE OFFICE (TEO)**

**SENIOR INFORMATION OFFICER**

1. I have attached an Interchange Hosting Proforma outlining the details of the above opportunity and ask that you consider bringing it to the attention of staff in your organisation who would be eligible to apply. It is also available on the Interchange Website.

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. The NICS Department will meet salary costs and associated expenses and the salary scale is: £40,300 – £43,191per annum.

Duration

1. Secondment – 24 months initially with a possible extension of up to a further 12 months, subject to agreement from all parties.
2. Location

The successful candidate will be based initially at the Department of Education, Rathgael House, Balloo Road, Rathgill, Bangor, BT19 7PR.

The post holder may be required to travel to various locations across NICS departments. Candidates must therefore be willing to travel across Northern Ireland.

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 by email at: [interchangesecretariat@finance-ni.gov.uk](mailto:interchangesecretariat@finance-ni.gov.uk) by **3.00pm on Friday 17 November 2023;** otherwise I will assume a nil return.

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

1. For further information about this role, please contact Joanne Breen by email at: [joanne.breen@executiveoffice-ni.gov.uk](mailto:joanne.breen@executiveoffice-ni.gov.uk).

**Paul McKinney**

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