**FROM: PAUL MCKINNEY Ref: I/C 28/24**

**DATE: 17 MAY 2024**

**TO: NICS CIVIL SERVICE STAFF ONLY**

**Secondment Opportunity with**

**The Safeguarding Board for Northern Ireland (SBNI)**

**Professional 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. This opportunity is open to staff at substantive **Grade 7** level only and analogous grades.

Salary

1. **SBNI** will pay salary costs and associated expenses. As this is a development opportunity the successful NICS candidate will transfer at their current Grade 7 salary.

Duration

1. It is anticipated that this opportunity last until 31st March 2025, with any extension dependent on funding and agreement of all parties.

The secondment will begin as soon as suitable candidate has been identified and a release date agreed.

Location

1. The successful candidate will be based at The Beeches, Hampton Manor Drive, Belfast BT7 3EN.

The post can be carried out on a hybrid working basis. The postholders will be required to be in the office at least 3 days a week.

Authorisation

1. All applications **MUST** be accompanied with confirmation that your Line Manager **and** Business Area (Grade 5 level) s willing to release you if successful in your application. In the event that this application is successful, the Business Area will be responsible for departmental sign-off on the Secondment Agreement which will be prepared by NICS HR / HRConnect.

How to apply (this process is for NI Civil Servants 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 (at least Grade 5 level) to ensure that endorsement for this application is provided prior to the deadline of **5.00pm on Friday 31 May 2024**.

Fully endorsed candidate proformas should be submitted by the applicant to HRConnect at [secondments@hrconnect@nigov.net](mailto: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. Candidates should demonstrate in the proforma how they meet the requirements for the posts. 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 about the post please contact Helen McKenzie by email at: [Helen.McKenzie@hscni.net](mailto:Helen.McKenzie@hscni.net) or by Tel: 028 95 361810.

**Paul McKinney**

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**ANNEX A**

**Outward Secondment Business Case**

