**FROM: PAUL MCKINNEY Ref: I/C 49/24**

**DATE: 19 JULY 2024**

**TO: INTERCHANGE MEMBERS**

**Secondment Opportunity with**

**THE STRATEGIG INVESTMENT BOARD (SIB)**

**HR 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. SIB will meet salary and associated costs. As this is a development opportunity, the successful candidate will normally transfer on their existing Employer’s salary.

Duration

1. This opportunity will be for a period of 12 months, with the possibility of an extension subject to the agreement of all parties and with a preferred start date as soon as possible.

Location

1. The successful candidate will be based at The Kelvin, 17-25 College Square East, Belfast.

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](mailto:interchangesecretariat@finance-ni.gov.uk) by **5.00pm on Friday 02 August 2024;** 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. Further information can be obtained by contacting SIB’s HR department by email at: [sibhr@sibni.org](mailto:sibhr@sibni.org) to arrange an informal and confidential telephone conversation with the HR Manager or Deputy HR Manager.

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