**FROM: PAUL MCKINNEY Ref: I/C 69/24**

**DATE: 29 NOVEMBER 2024**

**TO: NI CIVIL SERVICE STAFF ONLY**

**Secondment Opportunity with**

**northern ireland office (nio)**

**casework support 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 opportunitity is open to staff at substantive **Executive Officer 1 only** andanalogous grades on level transfer.

Salary

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

Duration

1. It is anticipated this opportunity will be for 10 months. Any extension would be subject to the agreement of all parties. Ideally the successful candidate will need to be available to start immediately or within 30 days depending on security clearance.

Location

1. The successful NI candidate will be based at Erskine House 20-32 Chichester St, Belfast BT1 4GF with hybrid working arrangements available.

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 7 level) to ensure that endorsement for this application is provided prior to the deadline of **5.00pm on Friday 13 December 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

PO Box 1089

Beacon House

27 Clarendon Road

Belfast BT1 9EW

**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/Security Clearance

10. The successful candidate must have or be willing to obtain security clearance to SC level and If you require any further information about the post, please contact Nick Bass by email at: [nick.bass@nio.gov.uk](mailto:nick.bass@nio.gov.uk) who would be happy to answer any questions or provide further details on the role.

**Paul McKinney**

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**ANNEX A**

**Outward Secondment Business Case**

