**FROM: PAUL McKINNEY Ref: I/C 70/24**

**DATE: 03 DECEMBER 2024**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**the depatrment for infrastructure (DfI)**

**[Transport and Road Asset Management (TRAM) Group]**

**Policy Lead**

**Tree Management Strategy**

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. DfI will meet the salary costs and associated allowances of the role. Salary will be met by DfI and the salary will be within the NICS PPTO scale of £42,315 - £45,351 (under review).

Duration

1. Secondment – for one year with the possibility of an extension, subject to business need and agreement from all parties.
2. Location

The secondee will be based at James House, Belfast, BT7 2JA. Option for hybrid working arrangement in line with current NICS policies will apply.

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 **5.00pm on Tuesday 31 December 2024;** 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. Please contact Nicola Hunter by email at: [nicola.hunter@infrastructure-ni.gov.uk](mailto:nicola.hunter@infrastructure-ni.gov.uk).

**Paul McKinney**

**Interchange Secretariat**