**FROM: PAUL McKINNEY Ref: I/C 10/25**

**DATE: 31 JANUARY 2025**

**TO: INTERCHANGE MEMBERSHIP (Non-NICS organisations)**

# Secondment Opportunity with

**NI Courts and Tribunals Service**

**the depatrment of justice (DOJ)**

**DEPARTMENTAL SECURITY 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. Full details are also available on the Interchange Website.

Eligibility

1. This opportunity is aimed at individuals at senior middle management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. DOJ will meet the salary and associated costs for the roles and the salary will be within the NICS Grade 7 range of £55,207 – 359,049.

Duration

1. Posts are expected to last until 31 March 2027, and may be extended thereafter, subject to the agreement of all parties. It is anticipated the secondment will begin in March/April.
2. Location

The successful candidate will be based at Laganside House, 23 – 27 Oxford Street, Belfast, BT1 3LA. The post can be carried out on a hybrid working basis, however, will be required to be in the office at least 3 days a week.

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 Friday 14 February 2025;** otherwise I will assume a nil return.

Applicants are invited to demonstrate how they meet the knowledge, skills and experience required for this post in no more than 500 words. Applicants should specifically address what interests them about this post

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. If you would like further information about this post, please contact [Patricia.mckee@courtsni.gov.uk](mailto:Patricia.mckee@courtsni.gov.uk).

**Paul McKinney**

**Interchange Secretariat**