**FROM: PAUL McKINNEY Ref: I/C 19/25**

**DATE: 18 MARCH 2025**

**TO: INTERCHANGE PARTNERS** (non-NICS organisations)

# Secondment Opportunity with

**the depatrment for infrastructure (DfI)**

**HPTO (Planner)**

**Projects Team**

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 HPTO scale of £34,524 - £35,712 (under review).

Duration

1. Secondment – for 9 -12 months with the possibility of an extension, subject to business need and agreement from all parties.
2. Location

The secondee will be initially based at James House, 2-4 Cromac Avenue, Gasworks, Belfast BT7 2JD. 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 Friday 04 April 2025;** 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 Alistair Beggs by email at: [Alistair.beggs@infrastructure-ni.gov.uk](mailto:Alistair.beggs@infrastructure-ni.gov.uk).

**Paul McKinney**

**Interchange Secretariat**