**FROM: ROSEMARY GRAHAM Ref: I/C 38/18 (re-issue)**

**DATE: 30 JULY 2018**

**TO: NICS Staff**

# Secondment Opportunity with

# Age Sector Platform

COMMUNICATIONS 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. The opportunity is open to staff at **Executive Officer 1 and Executive Officer 2** grades on level transfer.

Salary

1. **Age Sector Platform** will pay salary costs and associated expenses. As this is a development opportunity the successful candidate will transfer at their current salary.

Duration

1. The opportunity will be for 6 months, with the possibility of an extension for a further 12 months, subject to the agreement of all parties. The secondment will begin as soon as a suitable candidate has been identified and a release date is agreed.

Location

1. The successful candidate will be based in Merrion Business Centre, 58 Howard Street, Belfast, BT1 6PJ.
2. Form of Transport

Travel will be required throughout Northern Ireland, it is therefore essential that applicants have access to a suitable form of transport to allow them to fulfil the requirements of the post.

How to apply

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 10 August 2018**.

 Fully endorsed candidate proformas should be submitted by the applicant to HRConnect at secondments@hrconnect.nigov.net, or by post to:

Secondments Team

HRConnect

Metro Building

6-9 Donegall Square South

Belfast

 BT1 9EX

1. Candidates should demonstrate in the proforma how they meet the skills requirements for the post. This information may be used for shortlisting purposes.

Authorisation

1. All applications **MUST** be accompanied with confirmation that your Line Manager **and** Business Area is 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.

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 require any further information about the post, please contact Eamonn Donaghy in Age Sector Platform on 028 9031 2089, or by e-mail to eamonn.donaghy@agesectorplatform.org.

**Rosemary Graham**

**Rosemary Graham**