**FROM: PAUL MCKINNEY Ref: I/C 27/19**

**DATE: 19 APRIL 2019**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**TOURISM NI**

**HR ADMINISTRATIVE 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. It is also available on the Interchange Website.

Eligibility

1. The opportunity is aimed at individuals at junior level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. Tourism NI will meet salary costs and associated expenses. The salary scale is £20,692 - £22,739.

Duration

1. It is anticipated that this opportunity will last for up to 51 weeks and the start date 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 at Linum Chambers, Bedford Square, Bedford Street, Belfast BT2 7ES.

Form of transport

1. The successful candidate must have access to a suitable form of transport in order to fulfil the duties of the post.

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 at: [interchangesecretariat@finance-ni.gov.uk](mailto:interchangesecretariat@finance-ni.gov.uk) by **NOON on Friday 03 May 2019;** otherwise I will assume a nil return.
2. Candidates should demonstrate in the proforma how they meet the requirements for the post. 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

1. If you require any further information about the post, please contact Roslyn Duff on tel: 028 9044 1537 or by email at: [r.duff@tourismni.com](mailto:r.duff@tourismni.com).

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