**FROM: PAUL MCKINNEY Ref: I/C 63/19**

**DATE: 16 SEPTEMBER 2019**

**TO: NI CIVIL SERVICE STAFF ONLY**

# Secondment Opportunity with

**OFFICE OF THE CIVIL SERVIE COMMISSIONERS**

# DEPUTY SECRETARY

(part-time: 0.8 FTE)

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 substantive **Deputy Principal** level and analogous grades.

Salary

1. **CS Commissioners** will pay salary costs and associated. As this is a development opportunity the successful candidate will transfer at their current salary.

Duration

1. It is anticipated that this opportunity will last for two years with the possibility of an extension of up to an additional 12 months. It is anticipated the secondment will begin in December 2019 or sooner by agreement.

Location

1. The successful candidate will be at Stormont House, Stormont Estate, Belfast.

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.

How to apply (this process is for NI Civil Servants only)

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 04 October 2019**.

 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 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

10. If you require any further information about the post, please contact Sarah Teer on Tel: 028 9052 3568.

**Paul McKinney**

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