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

**DATE: 16 SEPTEMBER 2019**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**OFFICE OF THE CIVIL SERVICE COMMISSIONERS**

**DEPUTY SECRETARY**

**(PART-TIME: 0.8 fte)**

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. CS Commissioners will meet salary costs and associated expenses and the salary scale is £37,272 to £40,979 pro rata.

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 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 **5.00pm on Friday 04 October 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 Sarah Teer on Tel: 028 9052 3568.

**Paul McKinney**

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