**FROM: PAUL MCKINNEY Ref: I/C 76/19**

**DATE: 11 NOVEMBER 2019**

**TO: NI CIVIL SERVICE STAFF ONLY**

# Secondment Opportunity with

**THE ULSTER SCOTS AGENCY**

**MARKETING 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 substantive **Staff Officer** level and analogous grades.

Salary

1. **The Ulster Scots Agency** 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 12 months years with the possibility of an extension subject to the agreement of all parties. The secondment will begin as soon as a suitable candidate has been identifies and a release date agreed.

Location

1. The successful candidate will be at the Ulster Scots Agency, 31 Gordon Street , Belfast BT1 2LG.

Form of transport

1. Travel throughout NI will be required and the successful applicant should have access to a suitable form of transport.

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 22 November 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

1. If you require any further information about the post, please contact Lorna Elliott on Tel: 028 9026 1988 or by email at: lelliott@ulsterscotsagency.org.uk.

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