**FROM: PAUL MCKINNEY Ref: I/C 24/20**

**DATE: 19 JUNE 2020**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**THE NORTHERN IRELAND OFFICE (NIO)**

**SECRETARY TO THE CIVIL SERVICE COMMISSIONERS**

(0.8 Full time equivalent)

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 senior management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. NIO will meet salary costs and associated expenses and the salary range is £43,958 and £63,831.

Duration

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

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. **Complete the Candidate Proforma** (including your CV, Statement of Suitability, Community Background Form – Annex A, and Diversity Information – Annex B) which is available at [www.interchangeni.org.uk](http://www.interchangeni.org.uk) (Ref: I/C 21/20) and forward a copy to your Line Manager and Interchange Manager to ensure that endorsement for this application is provided prior to the deadline of **5.00pm on Friday 10 July 2020**.

The Candidate Proforma will allow you to populate your CV, although it can be attached separately. There will also be a section to include your Statement of Suitability.

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 Mark Byers at [mark.byers@nio.gov.uk](mailto:mark.byers@nio.gov.uk).

**Paul McKinney**

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