**FROM: PAUL MCKINNEY Ref: I/C 30/20**

**DATE: 12 AUGUST 2020**

**TO: INTERCHANGE PARTNERS**

**Secondment Opportunity with**

**NORTHERN IRELAND ASSEMBLY**

**ASSISTANT ASSEMBLY CLERK**

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. This opportunity is aimed at individuals at middle management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. **NI Assembly** will meet salary costs and associated expenses. The salary scale is £36,098 - £37180 per annum.

Duration

1. It is anticipated that this opportunity will last for at least 12 months with the possibility of an extension subject to the agreement of all parties.

It is hoped the successful candidate will take up post on 21 September 2020.

Location

1. The successful candidate will be based at The Committee Offices are based in Parliament Buildings, Stormont Estate, Belfast BT4 3XX.

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 by **5.00pm on Friday 28 August 2020;** 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

10. Initial selection will be made by way of paper sift. Interviews may be carried out if two or more candidates appear to be similarly qualified.

**Paul McKinney**

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