**FROM: Paul McKinney Ref: I/C 09/22**

**DATE: 21 January 2022**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**Department of Justice**

**Staff Officer**

**Criminal Justice Policy & Legislation Division, Legacy Litigation and Projects Unit**

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. DoJ will meet salary and any associated expenses and the salary range is £32,328-£33,459.

Duration

1. This full time post is for two years with the possibility of an extension for up to an additional 12 months, subject to the agreement of all parties.
2. Location

Department of Justice, Massey House, Stormont Estate, Belfast BT4 3SX.

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 by email at: interchangesecretariat@finance-ni.gov.uk by 4**.00pm on Friday 04 December 2021;** otherwise I will assume a nil return.

Security Clearance

1. Security clearance: The successful candidate will have, or be willing to obtain, basic level security clearance.

Further information

1. For further information please contact Claire Robinson on Tel: 07783 760390 or by email at: claire.robinson@justice-ni.gov.uk .

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.

**Paul McKinney**

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