**FROM: PAUL McKINNEY Ref: I/C 47/22**

**DATE: 07 JULY 2022**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**Department of JuSTICE (DoJ)**

**Community Safety Partnership Branch**

**EXECUTIVE OFFICER 2**

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 lower 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 £26,017- £26,575.

Duration

1. 12 months full-time secondment from the date of commencement and it is hoped the successful candidate can commence the secondment in October 2022.
2. Location

The post is usually based in Castle Buildings, Stormont Estate, Belfast, although under new ways of working arrangements a hybrid working pattern is available with home working available up to three days a week.

Security Clearance

1. The successful candidate will be required to undergo and obtain Counter Terrorist Check (CTC) clearance before taking up post. DOJ will arrange for this to be completed.

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](mailto:interchangesecretariat@finance-ni.gov.uk) by **4.00pm on Friday 19 August 2022;** otherwise I will assume a nil return.

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. For further information please contact Chris McElwee on Tel: 07896 487400 or by email at: [christopher.mcelwee@justice-ni.gov.uk](mailto:christopher.mcelwee@justice-ni.gov.uk).

**Paul McKinney**

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