**FROM: Paul McKinney Ref: I/C 03/23**

**DATE: 06 January 2023**

**TO: NI CIVIL SERVICE STAFF ONLY**

**Secondment Opportunity with**

**THE NI POLICE FUND**

**ADMINISTRATIVE OFFICER**

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 substantive Administrative Officer level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. **NIPF** will salary and associated expenses and the NICS member of staff will be seconded at their current salary.

Duration

1. It is anticipated that this opportunity will last for one year with the possibility of an extension for an additional two years subject to the agreement of all parties.

Security Clearance

1. The start date will be agreed on confirmation of satisfactory security clearance to CTC level. If security clearance is not already held, this will be organised by NIPF.

Location

1. The successful candidate will be based at Maryfield Complex, 100 Belfast Road, Holywood, BT18 9QY.

Authorisation

1. All applications **MUST** be accompanied with confirmation that your Line Manager **and** Business Area (Grade 5 level) s 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 **4.00pm on Friday 20 January 2023**.

Fully endorsed candidate proformas should be submitted by the applicant to HRConnect at [Secondments@HRconnect.nigov.net](mailto:Secondments@HRconnect.nigov.net) or by post to:

Secondments Team

HRConnect

Metro Building

6-9 Donegall Square South

Belfast

BT1 9EX

**NICS Outward Secondment Business Case**

* You should also complete the Outward Secondment Business Case at **Annex A** which should be retained by your business area/branch.

1. Candidates should demonstrate in the proforma how they meet the requirements for the posts. 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. For further information please contact Kelly Robinson by email at: [admin@nipolicefund.gov.uk](mailto:admin@nipolicefund.gov.uk).

**Paul McKinney**

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**ANNEX A**

**Outward Secondment Business Case**

