**FROM: PAUL McKINNEY Ref: I/C 09/24**

**DATE: 12 August 2022**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**the depatrment for infrastructure (DfI)**

**(Transport Planning and Policy)**

**HPTO Town Planner (north west)**

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. DfI will meet the salary costs and associated allowances of the role. The salary scale is £32,880 - £34,011 per annum, however, the Department can meet the successful candidate’s current salary if beyond this scale.

Duration

1. Secondment – for one year with the possibility of an extension, subject to business need and agreement from all parties.
2. Location

The secondee will be initially based at Clarence Court, 10-18 Adelaide Street, Belfast. BT2 8GB.

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 **5.00pm on Friday 26 January 2024;** 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. Please contact Anthony Rafferty by email at: [anthony.rafferty@infrastructure-ni.gov.uk](mailto:anthony.rafferty@infrastructure-ni.gov.uk)