**FROM: Paul McKinney Ref: I/C 16/24**

**DATE: 01 March 2024**

**TO: Interchange Partners**

# Secondment Opportunity with

**NI ASSEMBLY**

**Legal advisors (x3)**

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 opportunities are aimed at individuals at senior management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. The salary is £65,051 the Assembly will meet salary and any associated expenses.

Duration

1. The secondments will last for 12 months.
2. Location

The successful candidate will be based at Parliament Buildings, Stormont Estate, Belfast.

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 **5.00pm on Friday 15 March 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. For further information please contact Jonathan McMillen (Head of Legal Services) via email: Jonathan.McMillen@niassembly.gov.uk.

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