**FROM: PAUL McKINNEY Ref: I/C 22/24**

**DATE: 26 APRIL 2024**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**the depatrment for Economy (DfE)**

**Futures, Research and Development Unit (FRDU)**

**Communications and Design Manager**

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. DfE will meet the salary costs and associated allowances and the salary scale is £40,300 to £43,191 (under review).

Duration

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

The secondee will be initially based at the Department for the Economy, Adelaide House, 39-49 Adelaide Street, Belfast, BT2 8FD. DfE operates a hybrid working policy.

Authorisation

1. All applications **must** be accompanied by authorisation from both your Line Manager **and** Interchange Manager (section 8 of Candidate Proforma), and confirmation that your Employer 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 10 May 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 about the post please contact Eoin McFadden on telephone number 028 9052 9773 or e-mail to [Eoin.McFadden@economy-ni.gov.uk](mailto:Eoin.McFadden@economy-ni.gov.uk).

**Paul McKinney**

**Interchange Secretariat**