**FROM: PAUL MCKINNEY Ref: I/C 67/24**

**DATE: 22 NOVEMBER 2024**

**TO: NI CIVIL SERVICE STAFF ONLY**

**Secondment Opportunity with**

**NORTHERN IRELAND FIRE AND RESCUE SERVICE (NIFRS)**

**payroll administrator**

1. I have attached an Interchange Hosting Proforma outlining the details of the above opportunity which has been advertised on the Interchange Website. A link to the website can be found on the HR Connect Portal under ‘Secondment Opportunities’.

Eligibility

1. These opportunities are open to staff at substantive **Executive Officer 1** level and analogous grades.

Salary

1. **NIFRS** will pay salary costs and associated expenses. As this is a development opportunity the successful candidate will transfer at their current salary.

Duration

1. Expected to last for one year, with the possibility of an extension subject to the agreement of all parties.

Location

1. The successful candidate will be based at: NIFRS Headquarters, 1 Seymour Street, LISBURN, BT27 4SX.

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 5 level) to ensure that endorsement for this application is provided prior to the deadline of **NOON on Monday 16 December 2024**.

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

PO Box 1089

Beacon House

27 Clarendon Road

Belfast BT1 9EW

**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 Process Shirley McDonnell on Tel: 028 9266 4221 or by email at: [Shirley.McDonnell@nifrs.org](mailto:Shirley.McDonnell@nifrs.org).

**Paul McKinney**

**Paul McKinney**

**ANNEX A**

**Outward Secondment Business Case**

