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

**DATE: 22 NOVEMBER 2024**

**TO: INTERCHANGE MEMBERSHIP** (non-NI Civil Service)

**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 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 lower middle management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. **NIFRS** will meet salary costs and associated expenses. The salary scale is £29,269 - £31,364 per annum.

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 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 at: [interchangesecretariat@finance-ni.gov.uk](mailto:interchangesecretariat@finance-ni.gov.uk) by **NOON on Monday 16 December 2024**; otherwise I will assume a nil return.
2. Candidates should demonstrate in the proforma how they meet the requirements for the post. 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**

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