**FROM: PAUL McKINNEY Ref: I/C 34/25**

**DATE: 04 JULY 2025**

**TO: INTERCHANGE MEMBERSHIP (Non-NICS organisations)**

# Secondment Opportunity with

**the depatrment of justice (DOJ)**

**Staff OFFICERs (x5)**

1. I have attached an Interchange Hosting Proforma outlining the details of the above opportunities and ask that you consider bringing it to the attention of staff in your organisation who would be eligible to apply. Full details are also available on the Interchange Website.

Eligibility

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

Salary

1. DOJ will meet the salary and associated costs for the roles and the salary will be within the NICS Staff Officer range of £37,694 - £38,990.

Duration

1. Posts are expected to last for 12 months and may be extended subject to the agreement of all parties. The secondments will begin as soon as successful candidates have been identified and release dates agreed (expected to be no longer than 4 weeks from notification of success).
2. Location

Hybrid working arrangement will be available, with 2 days per week in Knockview Buildings, Stormont Estate, Belfast.

Security Clearance

1. The successful candidates will be expected to have, or be willing to obtain, security clearance at Counter Terrorism Check (CTC) level. DoJ will facilitate this if not already held.

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 Thursday 31 July 2025;** otherwise I will assume a nil return.

Applicants are invited to demonstrate how they meet the knowledge, skills and experience required for this post in no more than 500 words. Applicants should specifically address what interests them about this post

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. If you would like further information about these posts, please contact Lynne Curran by email at: [Lynne.curran@justice-ni.gov.uk](mailto:Lynne.curran@justice-ni.gov.uk).

**Paul McKinney**

**Interchange Secretariat**