**FROM: PAUL McKINNEY Ref: I/C 40/25**

**DATE: 17 JULY 2025**

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

# Secondment Opportunity with

**the depatrment of health (DoH)**

**staff officer**

**(Health Protection Legislation)**

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. Full details are also available on the Interchange Website.

Eligibility

1. This opportunity is aimed at individuals at middle management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. DoH will meet the salary and associated costs for the roles and depending on the qualifications held salary will be in the range £37,694 - £38,990.

Duration

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

The successful candidate will be based at D3, Castle Buildings, Stormont Estate, Belfast, Antrim BT4 3SQ

Hybrid Working: It is envisaged that hybrid working will be possible in line with NICS policy and business need. The Branch policy is a minimum of two days per week (40% of time) working in Castle Buildings.

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 Friday 08 August 2025;** 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 Heather Smyth by email at [Heather.Smyth@health-ni.gov.uk](mailto:Heather.Smyth@health-ni.gov.uk).

**Paul McKinney**

**Interchange Secretariat**