**FROM: Paul McKinney Ref: I/C 43/25**

**DATE: 11 August 2025**

**TO: Interchange Partners (Non-NI Civil Service members)**

# Secondment Opportunity with

**THE EXECUTIVE OFFICE (TEO)**

**principal information officer**

**exeutive information service**

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. This opportunity is aimed at individuals at middle management level who have the relevant skills and experience to undertake the duties outlined. More than one post may be available.

Salary

1. TEO will meet salary costs and associated expenses, and the salary scale is £61,673 - £64,469.

Duration

1. This secondment opportunity is for two years. Any decision to extend will be subject to the agreement of all parties.
2. Location

This post will be based at Castle Buildings (Stormont Estate) with hybrid working arrangements potentially available. More than one post may be available and likely to be in the Belfast area.

Authorisation

1. All applications **must** be accompanied by authorisation from both your Line Manager **and** Interchange Manager (usually HR dept), 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 Wednesday 27 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 please contact Joanne Breen by email at: [joanne.breen@executiveoffice-ni.gov.uk](mailto:joanne.breen@executiveoffice-ni.gov.uk).

**Paul McKinney**

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