**FROM: PAUL McKINNEY Ref: I/C 44/25**

**DATE: 20 AUGUST 2025**

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

# Secondment Opportunity with

**departmental of finance (DoF)**

**(people and organisational development)**

**Staff Officer (x2)**

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: <https://www.interchangeni.org.uk/opportunities>.

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

Duration

1. Posts are expected to last for 9-12 months and it is anticipated the secondment will begin on 15 September 2025 or as soon as successful candidates have been identified. An extension wil be agreed by all parties.
2. Location

The successful candidates will be based at 2-4 Bruce Street, Belfast. Hybrid working is available and will be agreed with the line manager.

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 by a revised date of **midnight** **on Saturday 20 September 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 this role, please contact Rodney Gilmour by email at: rodney.gilmour@finance-ni.gov.uk or by Tel on: 02890823532.

**Paul McKinney**

**Interchange Secretariat**