**FROM: PAUL McKINNEY Ref: I/C 46/25**

**DATE: 12 SEPTEMBER 2025**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**the depatrment for Economy (DfE)**

**The Northen ireland insolvency service**

**Company Vetting Examiner**

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 and more than one post may be available.

Eligibility

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

Salary

1. Salary costs will be met by the Insolvency Service budget. The salary is usually within the range £33,542 - £34,231, however, a suitable candidates currently on a higher salary will not suffer a detriment.

Duration

1. Secondment – for 9 -12 months year with the possibility of an extension, subject to the agreement of all parties.
2. Location

The secondee will be based at the Department for the Economy, Adelaide House, 39-49 Adelaide Street, Belfast, BT2 8FD. DfE operates a hybrid working policy.

Authorisation

1. All applications **must** be accompanied by authorisation from both your Line Manager **and** Interchange Manager (section 8 of Candidate Proforma), and confirmation that your Employer 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 **5.00pm on Friday 03 October 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 Adele Ritchie on Tel: 028 9054 8623 or by email at: adele.ritchie@economy-ni.gov.uk.

**Paul McKinney**

**Interchange Secretariat**