**FROM: PAUL McKINNEY Ref: I/C 51/25**

**DATE: 26 SEPTEMBER 2025**

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

# Secondment Opportunity with

**departmental solicitor’s office (DSO)**

**the depatrment of finance (DOF)**

**Principal legal OFFICER (Advisory to DfE)**

1. I have attached an Interchange Hosting Proforma outlining the details of the above opportunity in DSO’s Commercial & Property Division, 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 senior middle management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. DoF (DSO) will meet the salary and associated costs for the role and the salary will be within the NICS Grade 7 range of £61,673 - £64,469.

Duration

1. Posts are expected to last for 12 months. Any extension would be subject to the agreement of all parties. and it is anticipated the secondment will begin on 31 October 2025.
2. Location

The successful candidate will be based at 7 Lanyon Plaza, Belfast BT1 3LP. The post can be carried out on a hybrid working basis, however, you will be expected to attend the office in Lanyon Plaza 2 days per week.

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 **Noon on Thursday 16 October 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. DSO observes the new ways of working policy. You will be required to attend the office in Lanyon Plaza 2 days per week, or 40% of your own work pattern, should it be less than full time. This post is considered a full-time post. If a candidate who works part time, or avails of an Alternative Working Pattern, is successful, the prospective line manager will discuss the issue, using best endeavours to see how the post might be worked on a part-time/AWP basis.

If you would like further information about this role, please contact Ross Thompson by email at: [Ross.thompson@finance-ni.gov.uk](mailto:Ross.thompson@finance-ni.gov.uk).

**Paul McKinney**

**Interchange Secretariat**