**FROM: PAUL MCKINNEY Ref: I/C 52/25**

**DATE: 03 OCTOBER 2025**

**TO: INTERCHANGE MEMBERSHIP**

**Secondment Opportunity with**

**office of the civil service commissioners (ocsc)**

**Executive officer**

1. I have attached an Interchange Hosting Proforma outlining the details of the above opportunity which has been advertised on the Interchange Website. A link to the website can be found on the HR Connect Portal under ‘Secondment Opportunities’.

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. **OCSC** will meet salary costs and associated expenses. The salary scale is £30,458 - £34,231 rata (under review).

Duration

1. It is anticipated this opportunity will be for three years with the possibility of an extension subject to the agreement of all parties.

Location

1. The successful candidate will be based at Erskine House 20-32 Chichester St, Belfast BT1 4GF with hybrid working arrangements available.

Security Clearance

1. The successful candidate must have Security clearance to CTC level or be willing to obtain it (facilitated by OCSC).

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 at: interchangesecretariat@finance-ni.gov.uk by **5.00pm on Monday 27 October 2025**; otherwise I will assume a nil return.
2. Candidates should demonstrate in the proforma how they meet the requirements for the post. This information may be used for shortlisting purposes.

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

10. The successful candidate must have or be willing to obtain security clearance to CTC level and further information about the role please contact Amanda Martin on Tel: 028 9052 3577.

**Paul McKinney**

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