**FROM: Paul McKinney Ref: I/C 53/25**

**DATE: 03 October 2025**

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

# Secondment Opportunity with

**THE EXECUTIVE OFFICE (TEO)**

**Senior information officers**

**exeutive information service**

1. I have attached an Interchange Hosting Proforma outlining the details of the above opportunities 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. These opportunities are 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 £47,304 – £49,515.

Duration

1. These secondment opportunities are for one year with the possibility of an extension subject to the agreement of all parties.
2. Location

These posts will be based in civil service departments with hybrid working arrangements potentially available. More than one post may be available and posts are likely to be based in the Belfast area.

The post holder may be required to travel to various locations across NICS departments. Candidates must therefore be willing to travel across Northern Ireland and require a current valid driving license an access to a suitable form of transport to carry out the duties of the post.

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 **3.00pm on Monday 20 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 please contact Joanne Breen by email at: [joanne.breen@executiveoffice-ni.gov.uk](mailto:joanne.breen@executiveoffice-ni.gov.uk).

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