**FROM: ROSEMARY GRAHAM Ref: I/C 61/17**

**DATE: 18 DECEMBER 2017**

**TO: NICS Staff**

# Secondment Opportunity with

# Armagh Observatory and Planetarium

 INFORMATION AND RECORDS MANAGEMENT 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 open to staff at substantive **Deputy Principal** and analogous grades.

Salary

1. **Armagh Observatory and Planetarium** will pay salary costs and associated expenses. As this is a development opportunity the successful candidate will transfer at their current salary.

Duration

1. The opportunity will last for up to 1 year. The secondment will begin as soon as a suitable candidate has been identified and a release date is agreed.

Location

1. The successful candidate will be based in Armagh Observatory and Planetarium, 1 College Hill, Armagh, BT61 9DG.

How to apply

1. Complete the candidate proforma which is available at [www.interchangeni.org.uk](http://www.interchangeni.org.uk) and forward a copy to your Line Manager and Business Area (at least Grade 7 level) to ensure that endorsement for this application is provided prior to the deadline of **5.00pm on Friday 12 January 2018**.

 Fully endorsed candidate proformas should be submitted by the applicant to HRConnect at secondments@hrconnect.nigov.net, or by post to:

Secondments Team

HRConnect

Metro Building

6-9 Donegall Square South

Belfast

 BT1 9EX

1. Candidates should demonstrate in the proforma how they meet the skills requirements for the post. This information may be used for shortlisting purposes.

Authorisation

1. All applications **MUST** be accompanied with confirmation that your Line Manager **and** Business Area is willing to release you if successful in your application. In the event that this application is successful, the Business Area will be responsible for departmental sign-off on the Secondment Agreement which will be prepared by NICS HR / HRConnect.

Further information

1. If you require any further information about the post, please contact Diane Neill in Armagh Observatory and Planetarium on 028 3751 2968, or by e-mail to dcn@arm.ac.uk.

Rosemary Graham

**Rosemary Graham**