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

**DATE: 18 DECEMBER 2017**

**TO: INTERCHANGE PARTNERS**

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

Salary

1. **Armagh Observatory and Planetarium** will meet salary costs and associated expenses. The salary scale is **£36,448 - £40,072**.

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. 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 Friday 12 January 2018**; otherwise I will assume a nil return. 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 by authorisation from both your Line Manager **and** Interchange Manager, and confirmation that your parent organisation is willing to release you if successful.

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**

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