**Ref: I/C 49/17**

**FROM: ROSEMARY GRAHAM**

**DATE: 30 OCTOBER 2017**

**TO: NICS Staff**

# Secondment Opportunity with

**Chief Executives’ Forum**

# Administrative 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 Administrative Officer level.

Salary

1. The Chief Executives’ Forum will meet 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 24 months with the possibility of an extension subject to the agreement of all parties. 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 at Clare House, 303 Airport Road West, Belfast BT3 9ED.

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 10 November 2017**.

 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 Renée Quinn on Tel: 02890 816446 ext. 76446 or by email at: renee.quinn@finance-ni.gov.uk.

**Rosemary Graham**

**Rosemary Graham**