**FROM: ROSEMARY GRAHAM Ref: I/C 15/18**

**DATE: 12 MARCH 2018**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**The British Irish Council (BIC) Secretariat, Edinburgh**

# POLICY 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. The successful candidate for this opportunity will be expected to be in a post of Staff Officer level or equivalent.

Salary

1. The Executive Officer will meet salary costs and associated expenses. The salary scale is **£29,317 - £31,446**.

Duration

1. The opportunity will last for up to 2 years. 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 Thistle House, 91 Haymarket Terrace, Edinburgh EH12 5HE.

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 23 March 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 Valerie Devlin in Programme for Government and Executive Support Directorate, the Executive Office on 028 3751 5018, or by e-mail to valeriedevlin@executiveoffice-ni.gov.uk.

**Rosemary Graham**

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