**FROM: ROSEMARY GRAHAM Ref: I/C 32/18**

**DATE: 25 JUNE 2018**

**TO: NICS Staff**

# Secondment Opportunity with

# The Executive Office (TEO)

DEVELOPMENT 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 **Staff Officer** and analogous grades.

Salary

1. **The Executive Office** 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 be for 1 year, with the possibility of an extension, subject to the agreement of all parties. The secondment will beginas soon as a suitable candidate has been identified and a release date is agreed.

Location

1. The successful candidate will be based in Castle Buildings, Stormont Estate, Belfast.
2. Form of Transport

Travel will be required throughout Northern Ireland, it is therefore essential that applicants have access to a suitable form of transport to allow them to fulfil the requirements of the post.

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 06 July 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.

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. If you require any further information about the post, please contact Alastair Walker in the Executive Office on 028 9052 3222, or by e-mail to alastair.walker@executiveoffice-ni.gov.uk.

**Rosemary Graham**

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