**FROM: ROSEMARY GRAHAM Ref: I/C 40/18**

**DATE: 16 JULY 2018**

**TO: INTERCHANGE PARTNERS**

**(NB: This opportunity is not open to NI Civil Service staff)**

# Secondment Opportunity with

**Office of the Civil Service Commissioners for Northern Ireland**

**Part-time Secretary to the NI Civil Service Commissioners**

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 **senior** management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. **The Office of the Civil Service Commissioners** will meet salary costs and associated expenses. The salary scale is **£48,226 to £52,857** pro rata.

Duration

1. The opportunity will be for 2 years, with the possibility of an extension for a further 12 months, 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 in Stormont House, Stormont Estate, Belfast.

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](mailto:interchangesecretariat@dfpni.gov.uk)  by **2.00pm on Friday 27 July 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.

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 Joanne Dowling in the Office of the Civil Service Commissioners for Northern Ireland on 028 9052 3568, or by e-mail to [joanne.dowling@nio.gov.uk](mailto:joanne.dowling@nio.gov.uk).

**Rosemary Graham**

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