**FROM: PAUL MCKINNEY Ref: I/C 57/18**

**DATE: 15 OCTOBER 2018**

**TO: NI Civil Service Staff Only**

# Secondment Opportunity with

**Consumer Council of NI**

# EDUCATION / COMMUNICATIONS OFFICER (x2)

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 **Executive Officer 1** and analogous grades.

Salary

1. **The Consumer Council** will pay salary costs and associated expenses. As this is a development opportunity the successful candidate(s) will transfer at their current salary.

Duration

1. The secondment will begin as soon as suitable candidate(s) have been identified and releases dates are agreed. The post will be for 1 year with the possibility of an extension for an additional year, subject to the completion of agreed key performance indicators.

Location

1. The successful candidate will be based at Seatem House, 28-32 Alfred Street, Belfast BT2 8EN.
2. Form of transport

It is 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 02 November 2018**.

Fully endorsed candidate proformas should be submitted by the applicant to HRConnect at [secondments@hrconnect.nigov.net](mailto: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 John French on tel: 028 9025 1656 or by email at: [john.french@consumercouncil.org.uk](mailto:john.french@consumercouncil.org.uk).

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