**FROM: PAUL MCKINNEY Ref: I/C 64/18**

**DATE: 19 NOVEMBER 2018**

**TO: NI CIVIL SERVICE STAFF ONLY**

# Secondment Opportunity with

**NI Prison Service (NIPS), Department of Justice**

# STAFF OFFICER

# LEARNING & DEVELOPMENT REVIEW PROJECT

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. **NIPS** 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 has been identified and release dates are agreed. The post will be for approximately 6 months, with the possibility of an extension for an additional 12 months, subject to the agreement of all parties.

Location

1. The successful candidate will be based at Dundonald House, Stormont Estate, Belfast.
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.

Security clearance

1. The successful candidate must have, or be willing to obtain, CTC level clearance.

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.

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 30 November 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.

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 Louise Cooper on tel: 028 90 52 0943 or by email at: louise.cooper@justice-ni.x.gsi.gov.uk.

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