**Ref: I/C 47/18**

**FROM: PAUL McKINNEY**

**DATE: 03 SEPTEMBER 2018**

**TO: NICS STAFF**

# Secondment Opportunity with

**OFFICE OF THE CIVIL SERVICE COMMISSIONERS, NIO**

**STAFF OFFICER**

1. This note brings to your attention details of the above interchange opportunity for a full-time Staff Officer in the Office of the Civil Service Commissioners for Northern Ireland which is a sponsor body within the Northern Ireland Office.

Eligibility

2. Applications are invited from staff at Staff Officer and analogous grades on level transfer terms. The secondment is subject to the successful candidate having, or being willing to obtain, CTC level security clearance.

Salary

3. Salary costs for this post will be met by the Office of the Civil Service Commissioners and the successful candidate will transfer at their current salary.

Duration

4. The duration of the secondment will be for a period of 2 years with potential to extend for up to an additional 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 (also subject to security clearance).

Location

5. The post will be based in Stormont House, Belfast.

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 14 September 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.
2. Security clearance

The secondment is subject to the successful candidate having, or being willing to obtain, CTC level security clearance.

GDPR

10. 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.

Interviews

11. Informal interviews for this post will likely be held w/c 24 September 2018.

Further information

12. Further information about the post may be obtained by contacting Janet Carnduff on Tel: 028 90 523577 or email: [janet.carnduff@nio.gov.uk](mailto:janet.carnduff@nio.gov.uk).

**Paul McKinney**

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