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

**FROM: PAUL McKINNEY**

**DATE: 03 SEPTEMBER 2018**

**TO: INTERCHANGE PARTNERS**

# 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. The opportunity is aimed at individuals at **middle** management level who have the relevant skills and experience to undertake the duties outlined.

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. If the successful candidate is currently working at a salary below the minimum of the NICS Staff Officer scale (currently £30,149 - £31,760) then the successful candidate will move onto the minimum of the Staff Officer scale (currently £30,149).

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

6. 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 **5.00pm on Friday 14 September 2018.** Candidates should demonstrate in the proforma how they meet the skills requirements for the post. This information may be used for shortlisting purposes.

Authorisation

7. 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.

8. Security clearance

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

GDPR

9. 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

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

Further information

11. 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).