**FROM: PAUL MCKINNEY Ref: I/C 08/19**

**DATE: 04 FEBRUARY 2019**

**TO: NI Civil Service Staff ONLY**

**Secondment Opportunity with**

**CONSUMER COUNCIL**

**POLICY OFFICER (ENERGY TEAM)**

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** level and analogous grades.

Salary

1. Consumer Councilwill pay salary costs and associated expenses. As this is a development opportunity the successful candidate will transfer at their current salary.

Duration

1. The secondment will be for a two year period and will begin as soon as suitable candidate has been identified and a release date is agreed

Location

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

Form of transport

1. The successful candidate must have access to a form of transport in order to fulfil the duties of the role: may be required to travel throughout NI, as required. Regular attendance at meetings throughout the UK will also be part of the role.

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 (this process is for NI Civil Servants only)

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 15 February 2019**.

 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 Sinead Dynan on Tel: 028 9025 1636 or by email at: sinead.dynan@consumercouncil.org.uk.

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