**FROM: PAUL MCKINNEY Ref: I/C 81/19**

**DATE: 16 DECEMBER 2019**

**TO: INTERCHANGE PARTNERS**

**Secondment Opportunity with**

**AGRI-FOOD & BIOSCIENCES INSTITUTE (AFBI)**

**INFORMATION GOVERNANCE& RECORDS ASSISTANT**

1. I have attached an Interchange Hosting Proforma outlining the details of the above opportunity and ask that you consider bringing it to the attention of staff in your organisation who would be eligible to apply. It is also available on the Interchange Website.

Eligibility

1. The opportunity is aimed at individuals at lower administrative level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. AFBI will salary and associated expenses and the salary range for this post is: £20,951 - £23,023.

Duration

1. It is anticipated that this opportunity will last for three years.

The secondment will begin as soon as suitable candidate has been identified and release dates agreed.

Location

1. The successful candidate will be based at 18a Newforge Lane, Belfast BT9 5PX.

Authorisation

1. 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.

How to apply (process for **non**-NI Civil Service organisations)

1. 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 by **5.00pm on Friday 03 January 2020;** otherwise I will assume a nil return.
2. Candidates should demonstrate in the proforma how they meet the 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

10. For further information please contact Amy Gilbride on Tel: 028 9025 5055 or by email at: Amy.Gilbride@afbini.gov.uk.

**Paul McKinney**

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