**FROM: PAUL MCKINNEY Ref: I/C 12/20**

**DATE: 10 FEBRUARY 2020**

**TO: NI CIVIL SERVICE STAFF ONLY**

**Secondment Opportunity with**

**THE NI POLICING BOARD (NIPB)**

**STAFF OFFICER ACCOUNTANT**

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. This opportunity is open to staff at substantive **Staff Officer** level and analogous grades, who have the skills and experience to carry out the role.

Salary

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

Duration

1. It is anticipated that this opportunity will last for 12 months.

The secondment will begin in May 2020 subject to the successful candidate satisfying CTC security clearance.

Location

1. The successful candidate will be based at Waterside Tower, 31 Clarendon Road, Clarendon Dock, Belfast BT1 3BG.

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 21 February 2020**.

 Fully endorsed candidate proforma 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 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. For further information please call Brian McDonald on Tel: 028 9040 8507 or by email at: brian.mcdonald@nipolicingboard.org.uk.