**FROM: PAUL MCKINNEY Ref: I/C 13/20**

**DATE: 17 FEBRUARY 2020**

**TO: INTERCHANGE PARTNERS**

**Secondment Opportunity with**

**THE NORTHERN IRELAND ASSEMBLY**

**SENIOR ASSISTANT CLERK (X2)**

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 middle management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. NI Assembly will meet salary costs and associated expenses. The salary scale is £43,301 - £44,608.

Duration

1. These opportunities will be initially for a period of 12 months but with a possible extension subject to the agreement of all parties).

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

Location

1. The successful candidates will be based at The Bill Office, Parliament Buildings, Stormont Estate, Ballymiscaw, Belfast BT4 3XX.

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](mailto:interchangesecretariat@finance-ni.gov.uk) by **5.00pm on Friday 28 February 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 about the posts please contact Aoibhinn Treanor

on 028 9052 1628 or by email [aoibhinn.treanor@niassembly.gov.uk](mailto:aoibhinn.treanor@niassembly.gov.uk).

**Paul McKinney**

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