**FROM: PAUL MCKINNEY Ref: I/C 17/20**

**DATE: 09 MARCH 2020**

**TO: INTERCHANGE PARTNERS**

**Secondment Opportunity with**

**THE DEPARTMENT FOR ECONOMY (DfE)**

**PROGRAMME MANAGER (X2)**

**Cyber Security Policy**

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. DfE will meet salary costs and associated expenses. The salary scale is £37,272 - £4,979.

Duration

1. These opportunities will be initially for a period of two years with a possible extension for up to an additional 12 months subject, to the agreement of all parties.

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

Location

1. The successful candidates will be based at Netherleigh, Massey Avenue, Belfast BT4 2JP

Form of transport

1. The successful candidates should have access to a suitable form of transport to fulfil the duties of the post

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 27 March 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 Eoin McFadden on Tel: 028 9052 9773 or by email at: Eoin.McFadden@economy-ni.gov.uk.

**Paul McKinney**

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