**FROM: PAUL MCKINNEY Ref: I/C 21/20**

**DATE: 16 MARCH 2020**

**TO: NI CIVIL SERVICE STAFF ONLY**

# Secondment Opportunity with

**THE NORTHERN IRELAND OFFICE (NIO)**

**SECRETARY TO THE PARADES COMMISSION**

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 open to staff at substantive **Grade 5** level and analogous grades.

Salary

1. **NIO** will pay salary costs and associated. As this is a development opportunity for NICS staff the successful candidate will transfer at their current salary.

Duration

1. This opportunity will be for a period of two years with possible extension for another 12 month period subject to the approval of all parties. The secondment will begin as soon as suitable candidate has been identified and a release date agreed.

Location

1. The successful candidate will be at Andras House, Great Victoria Street, Belfast.

Security Clearance

1. The successful candidate should have, or be willing to obtain, SC level of security clearance.

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** (including your CV, Statement of Suitability, Community Background Form – Annex A, and Diversity Information – Annex B) which is available at [www.interchangeni.org.uk](http://www.interchangeni.org.uk) (Ref: I/C 21/20) and forward a copy to your Line Manager and Business Area (at least Grade 7 level – please note for this post your line manager approval will cover business area) to ensure that endorsement for this application is provided prior to the deadline of 23:55 **on Sunday 29 March 2020**.

The Candidate Proforma will allow you to populate your CV, although it can be attached separately. There will also be a section to include your Statement of Suitability, Community Background Form and Diversity Informaion.

NICS applicants send application to:

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

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 Clare Sloan Tel: 02890 527017 Email: clare.sloan@nio.gov.uk

**Paul McKinney**

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