**FROM: PAUL MCKINNEY Ref: I/C 28/20**

**DATE: 23 JULY 2020**

**TO: INTERCHANGE PARTNERS**

**Secondment Opportunity with**

**NORTHERN IRELAND HOUSING EXECUTIVE (NIHE)**

**RECORDS MANAGER**

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. **NIHE** will meet salary costs and associated expenses. The salary scale is £27,905-£34,788 per annum.

Duration

1. It is anticipated that this opportunity will last for up to two years with the possibility of an extension for an additional 12 months subject to the agreement of all parties.

It is hoped the successful candidate will take up post on 01 September 2020.

Location

1. The successful candidate will be based at The Housing Executive, 2 Adelaide Street, Belfast BT2 8PB.

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 **4.00pm on Friday 31 July 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 Katie Dowds on Tel: 028 95 984755

or by email at: [katie.dowds@nihe.gov.uk](mailto:katie.dowds@nihe.gov.uk)

**Paul McKinney**

**Paul McKinney**