**FROM: PAUL MCKINNEY Ref: I/C 34/20**

**DATE: 14 SEPTEMBER 2020**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**THE NORTHERN IRELAND OFFICE (NIO)**

**DEPUTY SECRETARY TO THE CIVIL SERVICE COMMISSIONERS**

(0.8 Full time equivalent)

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. NIO will meet salary costs and associated expenses and the salary range is £37,272 - £40,979 pro rata.

Duration

1. This opportunity is for a two years with the possibility of a further 12 month extension, subject to the agreement of all parties.

This posting is expected to start December 2020 or sooner by agreement, subject to negotiation and security clearance

Location

1. The successful candidate will be at Stormont House, Stormont Estate, Belfast.

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 Wednesday 30 September 2020;** otherwise I will assume a nil return.

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 Amanda Martin, Secretary, on Tel: 028 9052 3577 or by email at: [amanda.martin@nio.gov.uk](mailto:amanda.martin@nio.gov.uk)

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