**FROM: PAUL MCKINNEY Ref: I/C 37/20**

**DATE: 21 SEPTEMBER 2020**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**DEPARTMENT OF JUSTICE (doJ)**

**PROJECT 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. DoJ will meet salary costs and associated expenses and the salary range is £37,272 - £40,979.

Duration

1. The secondment will commence at the beginning of December 2020 until 31 October 2022.

Location

1. The successful candidate will be based at the Department of Justice, Block B, Castle Buildings, Stormont Estate, Belfast BT4 3SG

Form of Transport

1. The successful candidate should have access to a suitable form of transport in order to fulfil the duties of the post, preferably a car.

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 02 October 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 Steven Allison on Tel: 028 9052 3191 or by email at: [steven.allison@justice-ni.x.gsti.gov.uk](mailto:steven.allison@justice-ni.x.gsti.gov.uk).

**Paul McKinney**

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