**FROM: PAUL MCKINNEY Ref: I/C 41/20**

**DATE: 02 DECEMBER 2020**

**TO: INTERCHANGE PARTNERS**

**Secondment Opportunity with**

**THE NORTHERN IRELAND OFFICE**

**OFFICE MANAGER**

**the Boundary Commission for NI**

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.

\*(this opportunity is not open to NI Civil Service staff)

Salary

1. **NIO** will meet salary costs and associated expenses. The salary scale is £26,553 - £34,105.

Duration

1. It is anticipated that this opportunity will last until July 2023, with the possibility of a small extension subject to the agreement of all parties.

The secondment will begin in December 2020.

Location

1. The successful candidate will be based in the Stormont Estate, Belfast BT4 3SL, with the possibility of a move to Belfast city centre, however, homeworking arrangements are currently in place.

**The duties of this post will be performed via remote working in line with Covid-19 restrictions. A full review of all secretariat posts will be carried out once the current restrictions have been eased with a view to maintaining a remote working arrangement where applicable.**

Form of transport

1. The successful candidate will be expected to have access to a form of transport in order to fulfil the duties of the post; subject to no travel restrictions being in place due to Covid-19 circumstances.

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 18 December 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 Eamonn McConville on Tel: [028 9052 7821](mailto:028%209052%207821), or by email at: [Eamonn.McConville@boundarycommission.org.uk](mailto:Eamonn.McConville@boundarycommission.org.uk)

**Paul McKinney**

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