**FROM: ROSEMARY GRAHAM Ref: I/C 04/21**

**DATE: 05 FEBRUARY 2021**

**TO: INTERCHANGE PARTNERS**

**THE CHIEF EXECUTIVES’ FORUM (CEF)**

**BUSINESS 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. CEF will meet salary costs and associated expenses. The salary scale is £31,760 – £34,500.

Duration

1. This opportunity is for up to three years. The secondment will begin as soon as a suitable candidate has been identified and a release date is agreed.

Location

1. The successful candidate will initially work remotely using NICS Secure Remote Access, and once public health conditions permit, be based at Clare House, 303 Airport Road West, Belfast BT3 9ED.

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.

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.
2. 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 by **12 noon on Friday 26 February 2021;**
3. Candidates should demonstrate in the proforma how they meet the requirements for the post. This information may be used for shortlisting/ selection 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

1. If you require any further information about the post, please contact Pamela Carson on Tel: 07792099373 or by email at: pamela.carson@finance-ni.gov.uk