**FROM: ROSEMARY GRAHAM Ref: I/C 17/21**

**DATE: 02 APRIL 2021**

**TO: INTERCHANGE PARTNERS**

**Secondment Opportunity with**

**The Department of Justice**

**Operations and Resilience Planning Branch, Protection and Organised Crime Division**

**ADMINISTRATIVE OFFICER**

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 permanent employees of member organisations of the NI Interchange Scheme. The opportunity is aimed at individuals at junior 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. The Department of Justice will meet salary costs and associated expenses. The salary scale is £21,370 to £23,483.

Duration

1. This opportunity will be for 1 year with the possibility of an extension, subject to the agreement of all parties. The secondment will begin on 01 June 2021.

Location

1. Department of Justice, Block B, Castle Buildings, Stormont Estate, Belfast BT4 3SG. The post has the benefit of the flexibility of home working.

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 23 April 2021;** otherwise I will assume a nil return.

Candidates should demonstrate in the proforma how they meet the requirements for the post. This information may be used for shortlisting purposes.

Security Clearance

1. The candidate will be expected to have, or obtain, CTC clearance.

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 David McKee on Tel: 07874637858 or by email at: [david.mckee@justice-ni.gov.uk](mailto:david.mckee@justice-ni.gov.uk).

**Rosemary Graham**

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