**FROM: Paul McKinney Ref: I/C 77/21**

**DATE: 09 November 2021**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**Office of the Civil Service Commissioners**

**Staff 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 individuals at middle management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. OCSC will meet salary and any associated expenses and the salary range is : £32,328 – £33,459.

Duration

1. The secondment will be expected to last 2 years with the possibility of an extension of up to an additional 12 months, subject to the agreement of all parties.
2. Location

The OCSC is currently based in Stormont House, Belfast but will be moving to Belfast City Centre in early 2022. However, a hybrid working approach between home working and office working is currently in operation.

1. Security clearance

The successful candidate will be required to have clearance to CTC level and OCSC will make arrangements for this.

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 by email at: interchangesecretariat@finance-ni.gov.uk by **5.00pm on Friday 26 November 2021;** 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.

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