**FROM: PAUL McKINNEY Ref: I/C 84/21**

**DATE: 20 OCTOBER 2021**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**Department of JuSTICE (DoJ)**

**Victims’ Payments Board**

**HEAD OF BRANCH**

**Principal Grade 7**

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 senior 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 £52,026 to £55,685 pa.

Duration

1. Two year full-time secondment opportunity from start date (may be extended, subject to the agreement of all parties).
2. Location

The post is usually based in Belfast City Centre although remote working will form part of the working arrangements during the pandemic.

Security Clearance

1. The successful candidate will be required to undergo and obtain Counter Terrorist Check (CTC) clearance before taking up post. DOJ will arrange for this to be completed.

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 Wednesday 03 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.

**Paul McKinney**

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