**FROM: Paul McKinney Ref: I/C 89/21**

**DATE: 22 October 2021**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**THE EXECUTIVE OFFICE (TEO)**

**Policy officers**

**(Staff Officer)**

1. I have attached an Interchange Hosting Proforma outlining the details of the above opportunities 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. These opportunities is aimed at individuals at middle management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. TEO will meet salary costs and associated expenses and the salary range is £32,328-£33,459 pa.

Duration

1. These secondment opportunities are for 12 months with the possibility of an extension, subject to the agreement of all parties.
2. Location

These posts will be based at Stormont Estate (but hybrid/home working may be available depending on the placement).

1. Travel

Some of the posts will be require the successful candidate to travel throughout NI, so they must have access to a suitable form of transport.

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](mailto:interchangesecretariat@finance-ni.gov.uk) by **5.00pm on Friday 05 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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