**FROM: Paul McKinney Ref: I/C 98/21**

**DATE: 15 November 2021**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**THE department for infrastructure (dfi)**

**Deputy Principal**

**Corporate Governance and Emergency Planning Team**

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. This opportunity is aimed at individuals at middle management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. DfI will meet salary costs and associated expenses and the salary range is £39,748-£42,639pa.

Duration

1. This secondment will be for 12 months initially, with the possibility of an extension an extension of up to an additional 12 months, subject to the agreement of all parties. This opportunity is for a maximum of 24 months duration.

The Successful candidate will be expected to take up post on 4 January 2022 or as soon as practically possible after this date.

1. Location

Thesuccessful applicant will be based in Clarence Court, Adelaide Street, Belfast BT2 8GE, though staff in this Directorate are currently working from home in line with Executive guidance. Future working arrangements are expected to be a hybrid of home and office working.

1. Travel

The post may require some travel throughout NI, so the successful candidate should have access to a suitable form of transport.

Security Clearance:

1. An AccessNI check will be required to be undertaken on the successful candidate before the applicant starts.

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 03 December 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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