**FROM: STEPHEN MCCONVILLE Ref: I/C 37/21**

**DATE: 20 MAY 2021**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**NI HOUSING EXECUTIVE**

**RECORDS MANAGER**

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. NIHE will meet salary costs and associated expenses and the salary range is £28,672 - £35,745 pa.

Duration

1. Secondment – 18 months with the possibility of an extension, subject to agreement from all parties.
2. Location

The post will be based at NIHE, 2 Adelaide St, Belfast, BT2 8PB. Also, remote working in line with COVID-19 regulations.

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 **4pm on Thurs 3rd June 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.

**Stephen McConville**

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